



***Residential Handbook***  
***2014–15***

## **WELCOME**

Welcome to your University of Pittsburgh housing accommodations. Whether you are living in a residence hall, apartment-style accommodation, or fraternity complex, you are one of over 7,900 undergraduate students residing on campus, and your comfort and satisfaction are very important to us. It is our priority to ensure that your residence in University housing is one of many positive and rewarding experiences here at Pitt. We hope that you are settled in and ready to begin an exciting school year!

The purpose of this **Handbook** is not only to provide you with a comprehensive reference for living on campus, but also to advise you of the policies for residing in University housing. This Handbook is not, and does not, create a contract.

Upon electronically signing your **Housing and Dining Services Contract (Contract)**, you agreed to, among other things, abide by the policies, rules, and regulations set forth in this **Handbook** and any other official University publications, including, but not limited to, the **Student Code of Conduct and Judicial Procedures**. Communal campus living can be a great college experience, but with your decision to do so comes a responsibility to abide by the rules necessary for the safety and enjoyment of all. With your cooperation, this goal will be met.

This **Handbook** is divided into two sections. The first section (Everyday Living) addresses matters specifically related to your occupancy of University housing. The second section (Resources and Services) provides other useful information pertaining to the University. Each section has been organized alphabetically for easy reference.

If you have any questions or need any additional assistance, please feel free to contact **Panther Central** at **412-648-1100**, **pc@pc.pitt.edu**, or **www.pc.pitt.edu**. Have a productive school year, and do not hesitate to let us know how our programs, services, and facilities can best serve you.

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### 1. Access

The information below pertains to access as it relates to admittance through the main door to your residence building and not to your individual room or apartment. For access to your individual accommodation, please refer to Section I, Article 39 (**Keys**) in this **Handbook**.

For the majority of residents, your access is controlled via information that is stored on your Panther Card. The remaining residents access their accommodations via hard key.

#### **All University Housing Accommodations**

For your safety and security, residents are permitted access only to the buildings in which they reside. Students who do not reside in a building must be signed in as guests.

The main entrance to each residence hall, including House 5 and House 9, as well as Centre Plaza, Bouquet Gardens J, Ruskin Hall, and Forbes-Craig apartments, is staffed with a security guard (herein referred to as a welcome attendant), 24 hours daily, throughout the academic year. All residents must have the welcome attendant swipe their Panther

Card through a card reader to verify their residence in that building. Once you are verified, the welcome attendant will check your photo on the card. Residents attempting to sidestep this procedure or to gain entry through other means, including fraudulent or improper use of the Panther Card, will be subject to disciplinary action.

The main entrance to the fraternity houses, Bouquet Gardens A-H, Forbes-Craig, and Oakwood apartments is equipped with an electronic locking system that can be unlocked only when the assigned residents swipe their Panther Card through the card reader.

If you are denied access to the main entrance of your facility, call Panther Central at 412-648-1100. If your Panther Card is lost or stolen, please refer to the instructions contained within Section I, Article 39 (**Keys**) in this **Handbook**.

#### **Access for Visitors/Guests**

Visitors and guests at residence halls (including residents of other halls), as well as Centre Plaza, Bouquet Gardens J, and Ruskin Hall and Forbes-Craig apartments, are permitted access subject to the rules set forth in the residence hall visitation policy.

Visitors and guests of fraternity houses, Bouquet Gardens A-H, Forbes-Craig, and Oakwood apartments must access these facilities via an intercom system. To gain access, the visitor must call the resident from the intercom and the resident will, if desired, allow access into the building.

Please refer also to Section I, Article 39 (**Keys**), Article 66 (**Security**), and Article 78 (**Visitation Policy**) in this **Handbook**.

### 2. Alcohol Policy

In accordance with Pennsylvania state law, only residents 21 years of age or older are permitted to possess, consume, or transport alcoholic beverages in University housing.

Residents are responsible and legally accountable for their actions and the actions of their visitors, including any damages or injuries resulting from their actions during or after the consumption of alcoholic beverages.

Please refer to the Alcohol Policy in your copy of the **Student Code of Conduct and Judicial Procedures**.

**Note:** No alcohol is permitted in Towers A and B, Bruce, Holland, Forbes, Nordenberg, and Sutherland

Halls as they are exclusively first-year residences. Alcohol is also prohibited in Amos Hall.

### 3. Appliances

#### **Residence Halls**

The following appliances are permitted in all residence halls:

- Microwaves (800 watts or smaller)
- Refrigerators (4.2 cubic feet or smaller)
- Coffee makers without burners
- Blenders
- Computers
- TVs, DVDs, and radios
- Noncommercial hair dryers and hair-styling tools
- Electric shavers
- Electric toothbrushes
- Irons

#### **Apartment-style Accommodations**

All apartments are provided with a refrigerator and stove. Each apartment in Bouquet Gardens, Centre Plaza, and Ruskin Hall is also equipped with a microwave and dishwasher.

#### **All University Housing Accommodations**

The following are prohibited:

- Toaster ovens
- Toasters
- Hot plates
- Cup warmers
- Gas grills
- Indoor grills

- Steamers
- Open-flame cooking devices or heating units
- Space heaters
- Air conditioners
- Halogen or high-intensity quartz light fixtures (torchiere)
- Extension cords (power strips with surge protectors are acceptable)
- Coffee makers with burners
- Rice cookers
- Induction cooktops

Please refer also to Section I, Article 47 (**MicroFridge**) and Article 56 (**Prohibited Items and Activities**) in this **Handbook**.

#### 4. Application/Assignment

Please refer to Section I, Article 34 (**Housing**) in this **Handbook**.

#### 5. Cable Television

Basic cable television is provided in each room or suite in every residence hall and each bedroom and/or living room in every apartment, by Comcast Inc. For service call 855-638-2855, state that you are a University of Pittsburgh student, and provide the name of your building.

#### 6. Cancellation

Please refer to Section I, Article 34 (**Housing**) in this **Handbook**.

## 7. Check-in

### **Arrival Survival**

Each year, multiple departments strive to make your check-in process to University housing facilities as quick and simple as possible. We commonly refer to this process as Arrival Survival.

If you return to University housing accommodations next year, you will receive an Arrival Survival packet containing all of the information you will need to know about checking in for the fall term. You should receive this packet at your home address by July.

The Arrival Survival packet contains information about:

- Accessing your accommodation
- Arrival dates
- Directions to Pittsburgh
- Parking and unloading
- Student volunteers
- Carts
- Room furnishings
- Computers, TVs, and MicroFridges
- Security
- Mail service
- Student Health Service
- Book Centers
- Dining facilities

For more information, visit [www.arrival.pitt.edu](http://www.arrival.pitt.edu).

## 8. Check-out **Residence Halls**

Before checking out of your accommodation, you are required to:

- Sign the Residence Life door hanger and close the door when the last resident leaves the room.
- Leave your accommodations in broom-clean condition.
- Clean MicroFridges and any University-owned appliances.
- Remove all personal belongings (failure to do so may result in removal charges).
- Leave sealed bags of dried trash in your room.
- Place all recyclable items in the appropriate recycling area of your residence hall.
- Seal all wet and food-related garbage and place in the appropriate trash room of your residence hall. (Stains caused by such garbage being left in your room may result in damage charges.)
- Turn off all faucets tightly.
- Turn off lights and lock the door.
- Leave a forwarding address at your mail

center. Mail without a forwarding address will be returned to sender.

**Note:** Students must leave the residence hall at the end of the school year within 24 hours after their last final exam.

Several weeks before the residence halls close, you will receive a move-out brochure with more detailed information and dates. For specific dates regarding residence hall closings, see Appendix A (**Academic Calendar/Important Dates**) in this **Handbook**.

### **Apartment-style Accommodations**

Several weeks prior to the end of spring term, move-out instructions are provided for all residents. Key return instructions vary by building; details will be provided with the move-out information. Forwarding address cards will also be provided at that time.

Please refer also to Section I, Article 16 (**Damages**), Article 39 (**Keys**) in this **Handbook**.

## 9. Cleaning

Please refer to Section I, Article 33 (**Housekeeping**) and Article 75 (**Trash**) in this **Handbook**.

## 10. Community Living

University housing is home to many students with diverse backgrounds and lifestyles. However, all students have the common desire to further their education at the University of Pittsburgh. With this in mind, it is essential that all are responsible members of the community, thus ensuring a harmonious living environment. By living in University housing, you are joining a community that is diverse academically, varied in age and lifestyle, and multicultural in nature. In addition to upholding the residence hall policies and procedures, community living is essential. The “out-of-classroom” education you receive on campus is just as beneficial as your academic experiences. Living with one or more roommates and making it work—even enjoying the experience—can teach you a great deal about sharing, cooperating, and negotiating with others. Keeping the following tips in mind may help you live and learn comfortably together:

### Establish ground rules that you both (all) can live by:

- Decide who will clean and how often.
- Define conditions required for adequate sleep and study times.

- Discuss use of personal and community property.
- Talk about when guests will be welcome and how often.

### Consider and respect how the other feels:

- Remember: Good communication is the most essential factor in a successful relationship.
- Listen and be patient.
- Talk about concerns immediately and openly.

### Keep your sense of humor:

- Having a sense of humor does wonders for keeping things in perspective.
- Don’t sweat the small things.

### Remember that your roommate(s) and you are individuals:

- Expect to have separate friends and activities.

### Have an open mind:

- Always make an effort to understand, to share, and to accept.
- Be flexible, and remember that there are ways other than your way to do things.

### Complete the roommate agreement:

- Contract provided by resident assistants (RAs) during the first week of the term.
- Complete and return to the resident assistants (RA).

### Residence Halls

If conflict arises between roommates, residents are encouraged to inform their resident assistant (RA) of the situation and seek assistance for resolving the problem. If needed, the RA will review further options available to the residents and may refer the situation to the resident director (RD) if necessary.

Please refer also to Section II, Article 27.f. (**Student Affairs: Residence Life**) in this **Handbook**.

### 11. Computer Support

Please refer to Section I, Article 63 (**ResNet**) and Section II, Article 4 (**Computing Resources**) in this **Handbook**.

### 12. Conduct

All individual members of this community are responsible for their own actions, as well as those of their guests.

Failure to comply with guidelines as set forth in the **Student Code of Conduct**

and **Judicial Procedures**, this **Handbook**, and/or city, state, or federal laws and regulations may result in disciplinary action within the University. Furthermore, criminal behavior may be subject to prosecution by local, state, or federal authorities.

The creation and upholding of safe and supportive residential communities is everyone’s responsibility. Following the policies and procedures in the **Student Code of Conduct and Judicial Procedures** and this **Handbook**, and encouraging others to do the same, are steps that you can take to uphold community standards.

Violations of residence hall community standards and other misconduct should be reported to appropriate Residence Life staff for investigation and follow-up and may be handled by the Office of Student Conduct. Repeated offenses, violations, and misconduct by non-residents or in nonresidence areas may also be referred to the Office of Student Conduct for appropriate action.

Students are responsible for knowing and observing University policies as set forth in University publications, such as the **Student Code of Conduct and Judicial Procedures** and this **Handbook**.

### 13. Contract

Please refer to Section I, Article 34 (**Housing**) in this **Handbook**.

### 14. Cooking

The University permits cooking only in the designated kitchen areas of University housing. Cooking is prohibited in all other areas.

Please refer also to Section I, Article 3 (**Appliances**) in this **Handbook**.

### 15. Criminal Disclosure

Residence hall students must disclose to Panther Central any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If students have any such convictions, they may not reside in University-owned housing without first obtaining written permission from Panther Central. Students with such convictions must agree to assist Panther Central in conducting a background check and to adhere to any reasonable housing conditions placed on them in the sole discretion of Panther Central. Based on the nature and circumstances of past or future convictions, the student may be prevented or removed from residing in University-owned housing.

### 16. Damages

Students are not permitted to damage University property or the property of others on the University premises.

Residents are responsible for all damages done and/or any loss of University furnishings in their living and study area. Students will be liable for payment to the University for any damages. Students may also be subject to charges for any damages resulting from unauthorized use, or alterations of, rooms, equipment, common areas, and buildings.

Removal of University furniture or placement of such in hallways, stairwells, or other common areas is subject to full replacement value charges.

Students are responsible to pay all charges when due according to the date set by the University. For additional information, please see the **Housing Contract**.

Please show respect and do not:

- Alter any part of any University housing accommodation or building, including installing locks or any type of security system or device.
- Build or erect any outside aerials for radio/TV.

- Install a waterbed in any University housing accommodation.
- Mark, paint, drill into, or in any way injure, deface, or damage any wall, ceiling, door, frame, partition, floor, wood or metalwork, wiring, fixture, plumbing, or equipment in the University housing accommodation or building.
- Attach, in any manner, tin foil, plastic, contact paper, or material of any type to the walls, windows, cabinets, or appliances.
- Install draperies, shades, blinds, or other materials that are visible from the exterior of the building or remove or alter the window treatments provided in the University housing accommodation.

*Tip: To avoid damage charges: think before you act! Ask yourself, "Could I do this at home?"*

### 17. Deadline

Please refer to Section I, Article 34 (**Housing**) in this **Handbook**.

### 18. Deposit

Please refer to Section I, Article 34 (**Housing**) in this **Handbook**.

### 19. Dining Services, Department of

The University's Department of Dining Services offers students a variety of dining options.

Dining Services operates the dining facilities listed on the following page, which are open when undergraduate classes are in session.

For the dining facilities' hours of operations, go to [www.pc.pitt.edu/dining/locations/MarketCentral.php](http://www.pc.pitt.edu/dining/locations/MarketCentral.php) or call the facilities at the numbers listed in Appendix C (**Frequently Called Numbers**) in this **Handbook**.

For all dining information, go to [www.pc.pitt.edu/dining/index.php](http://www.pc.pitt.edu/dining/index.php) or call Panther Central at 412-648-1100 (x8-1100), Sun.–Sat., 24 hours

For your convenience, all services are coordinated through:

Panther Central  
Litchfield Towers  
Main Lobby  
412-648-1100 (x8-1100)

Visit us at: Website—  
[www.pc.pitt.edu/dining/index.php](http://www.pc.pitt.edu/dining/index.php)

Portal—Panther Central  
community at  
[my.pitt.edu](http://my.pitt.edu)

Facility	Made-to-Order Restaurants	Ultimate Access	Dining Passes	Dining Dollars	Panther Funds	Credit Cards	Cash
<b>Market Central</b>	•	•	•	•	•	•	•
Litchfield Towers							
<b>Market To-Go</b>			•	•	•	•	•
Litchfield Towers							
<b>Taco Bell</b>				•	•	•	•
William Pitt Union							
<b>Quick Zone</b>				•	•	•	•
Litchfield Towers							
<b>The Perch at Sutherland</b>	•	•	•	•	•	•	•
Sutherland Hall							
<b>Quick Zone at Sutherland</b>				•	•	•	•
Sutherland Hall							
<b>Cathedral Café</b>				•	•	•	•
Cathedral of Learning							
<b>Schenley Café</b>				•	•	•	•
William Pitt Union							
<b>Petersen Events Center Food Court</b>				•	•	•	•
Petersen Events Center							
<b>Einstein Bros. Bagels</b>				•	•	•	•
Posvar Hall							
<b>Einstein Bros. Bagels</b>				•	•	•	•
Benedum Hall							
<b>Oakland Bakery &amp; Market</b>				•	•	•	•
Amos Hall							
<b>Coffee Carts</b>				•	•	•	•

University Store Café  
 Bunsen Brewer  
 (Chevron Science Center)  
 Simply To Go (Langley Hall)  
 Café Victoria (Victoria Building)  
 Cathedral Coffee (Cathedral of Learning)  
 Common Grounds (Litchfield Towers)

Cup & Chaucer (Hillman Library)  
 Hill O' Beans (Sutherland Hall)  
 The Pennsylvania Perk  
 (Pennsylvania Hall)  
 The Side Bar (Barco Law Building)  
 Thirst & 10 (Panther Hall)

**20. Directory**

Please refer to Appendix C (**Frequently Called Numbers**) in this **Handbook**.

**21. Eligibility**

Please refer to Section I, Article 34 (**Housing**) in this **Handbook**.

**22. Emergency Calls**

If you see suspicious activity on campus, if someone is ill or injured, or you need to report a crime or emergency, call **4-2121** from any campus phone or **412-624-2121** from any off-campus or cellular phone. Fire alarms and emergency phones are also available across campus.

**Instructions for reporting a medical emergency:**

*Follow the instructions above and say, "This is an emergency." Stay on the line until you have given the location of the emergency. Describe what is being done or administered—for example, first aid or CPR. Give your name, location of accident including building, floor, room, or street, and the phone number you are calling from or where you can be reached. Be sure your message is understood before hanging up.*

**Emergencies**

If police or fire is required, call **412-624-2121 (x4-2121)**.

Please refer also to Section I, Article 24 (**Emergency Preparedness**) and Section II, Article 33 (**University Police**) in this **Handbook**.

**23. Emergency Notification Service**

The University has implemented an emergency notification service (ENS) available to all students, staff, and faculty. In an emergency situation, University police will deliver emergency messages via voice, text, and e-mail for up to three devices. You must subscribe to this service to receive the alerts. To subscribe, go to **my.pitt.edu**, select the Emergency Notification tab in the "My Resources" menu, and follow the instructions.

**24. Emergency Preparedness**

The safety of our campus is of paramount concern. The University's emergency preparedness and response measures continuously evolve as dictated by the unfortunate, tragic events that persist in today's world.

To learn more about the University's plans for preparedness in the event of a pandemic or threat to our campus, go to **www.pitt.edu/prepare.php**.

For information about the University's emergency response guidelines, visit the



Environmental Health and Safety Web site at [www.ehs.pitt.edu](http://www.ehs.pitt.edu).

To obtain recommended safety measures for active threat incidents occurring on campus, visit [www.police.pitt.edu](http://www.police.pitt.edu).

Please refer also to Section I, Article 22 (**Emergency Calls**), Article 26 (**Fire Safety**), Article 30 (**Harassment**), Article 66 (**Security**), and Section II, Article 26 (**Sexual Assault**) and Article 33 (**University Police**) in this **Handbook**.

## 25. Extermination

### **Residence Halls**

Routine extermination is provided through Housing Services. If you are experiencing a problem, contact Panther Central at 412-648-1100 (x8-1100).

### **Apartment-style Accommodations**

Routine extermination is provided monthly through the Department of Housing and Department of Property Management. If you experience pest problems in Bouquet Gardens or Ruskin Hall call Panther Central at (412) 648-1100. If you experience pest problems in Centre Plaza, Oakwood or Forbes-Craig, call 412-624-9900 (x4-9900) immediately

and additional service will be provided. Following the general housekeeping rules below should serve as a deterrent to pests:

- Wash dirty dishes immediately rather than allowing them to sit on a counter, kitchen table, or sink.
- Do not let food sit unwrapped on a kitchen counter, and store dry goods in tightly closed containers.
- All garbage should be placed in plastic bags and removed from the apartment within a reasonable amount of time. It should not sit in the apartment in a decaying condition.
- Keep your stove and floors free of food crumbs and other debris.

## 26. Fire Safety

### **Emergency Fire Number Is 4-2121 (University Police)**

Fire drills are held twice per term in all University housing accommodations. For your safety and that of others, please follow these fire safety procedures:

### **When you first move into your University housing accommodation:**

- Familiarize yourself with the emergency exit routes which are marked by exit signs.
- Find out where the fire alarm pull stations and fire extinguishers on your floor are located.
- Memorize the layout of your University housing accommodation and exit route from your floor in case you need to find your way in the dark.

### **If you see a fire:**

- Activate the fire alarm pull station nearest you. This will automatically notify the University police and the Pittsburgh fire department.
- Make sure that your windows and doors are closed.
- Lock your University housing accommodation door when you leave, and take your key.
- Follow the evacuation route. If time permits, inform other residents of fire as you leave.
- Use the stairs, not the elevators.
- Exit the building and do not re-enter until you are told it is safe to do so by staff members or emergency personnel.

Apartment dwellers will be notified by appropriate University personnel when it is safe to re-enter their buildings.

- All University housing residents must move to the assembly place for their building:

Amos and McCormick—go to David Lawrence Hall

Brackenridge and Bruce—go to David Lawrence Hall

Forbes—go to David Lawrence Hall

Holland and Litchfield Towers—go to David Lawrence Hall

Lothrop—go to Victoria Hall

Nordenberg—go to Alumni Hall

Panther and Pennsylvania—go to Petersen Events Center

Sutherland, Houses, and Fraternities—go to Petersen Events Center

Bouquet Gardens—go to Posvar Hall lobby or patio

Centre Plaza—go to Petersen Events Center

Forbes-Craig—go to Bellefield Hall

Oakwood—go to Posvar Hall lobby or patio

Ruskin Hall—go to Alumni Hall

### If your building's fire alarm sounds:

- Immediately prepare to evacuate—put on shoes and coat if needed and leave the building immediately.
- Feel your exit door. If it is cool, exit the building. If it is very hot, stay put and call the University police at 412-624-2121. If possible, put wet towels or sheets in the space below the door to keep smoke out. Stay low if smoke is penetrating your University housing accommodation.
- Open your window for ventilation if possible, unless there is smoke or flame outside your window. Signal from your window. **Do not jump!**
- Follow the evacuation route. If you encounter smoke or fire, use another route or return to your University housing accommodation if necessary.
- **Do not** make phone calls to inquire about

whether it is a “real fire.” **EVACUATE!**

### Several rules to keep things safe:

- Smoking is prohibited in all University buildings.
- Do not obstruct sidewalks, entryways, driveways, fire lanes, corridors, vestibules, passages, elevators, stairways, or fire escapes.
- Do not use any of the above-noted areas for storing any items.
- Do not place any furniture on balconies, porches, building property, common areas, or backyards.
- The use of supplemental heating, cooling, or cooking devices other than what the University has provided is prohibited.
- The University will control all heating and electrical fixtures in the halls and stairways and common areas of the building. Do not tamper with or interfere with these items.
- No live holiday trees are permitted.

**NOTE: A person commits a criminal offense if he knowingly causes a false alarm of fire or other emergency, and will be subject to criminal charges. In addition, turning in a false alarm will result in disciplinary action and a \$500 fine. If the building fire alarm sounds and students choose not to evacuate, those students may face costly fines imposed by the fire department.**

**Tampering with or destroying any fire safety equipment including fire extinguishers, exit signs, and fire doors is against the law and is treated as a very serious offense.**

**27. Firearms, Dangerous Articles, and Substances**  
Please refer to Section I, Article 56 (**Prohibited Items and Activities**) in this **Handbook**.

**28. Furniture**  
University Furniture  
University housing accommodations are provided as furnished accommodations. Students who remove University furniture will be charged full replacement value for each piece of furniture removed from their accommodation.

Lounges are situated at various locations within University housing. The furniture and contents of lounge facilities are for the benefit of all residents. Removal of furniture from these areas is strictly prohibited. Students found with common area furniture may be subject to fines and penalties, as well as possible disciplinary action.

Non-University Furnishings  
Non-University furnishings must be removed from the student's accommodation prior to the close of the spring term or when a student's housing contract is otherwise terminated. The University is not responsible for personal furniture left in an accommodation after the official close of University housing. Any personal property or furniture remaining in University housing accommodations after a student's departure may result in additional fees to the student for expenses related to removal and disposal.

**29. Guests and Visitors**  
(Please refer to Section I, Article 78 (**Visitation Policy**) in this **Handbook**.)

**30. Harassment**  
Harassment is a crime and students should immediately report an incident of

harassment to their resident director (RD) or to one of the other resources listed in this section.

Issues of concern include, but are not limited to: sexual, racial, and religious harassment, and harassment based on sexual orientation, color, ethnicity, national origin, or handicapped, marital, age, or veteran status. Individuals and groups can be targets of harassment, and it can occur via telephone, mail, e-mail, or face to face.

As stated in the Student Code of Conduct and Judicial Procedures, all students have the right to be free from harassment and discrimination on the basis of factors listed above. In addition to harassment being a crime, the University regards such behavior as a violation of the standards of conduct required of all persons associated with the University, such as the University's Student Code of Conduct, Non-discrimination, Equal Opportunity and Affirmative Action Policy, Sexual Harassment Policy and Anti-Harassment Policy Statement.

Victims of harassment should contact:

Residence Life  
935 William Pitt Union  
Pittsburgh, PA 15260  
412-648-1200 (x8-1200)

Student Affairs  
738 William Pitt Union  
Pittsburgh, PA 15260  
412-648-1006 (x8-1006)

University of Pittsburgh  
Police Department  
3412 Forbes Avenue  
Pittsburgh, PA 15260  
412-624-2121 (x4-2121)

Please refer also to your copy of the **Student Code of Conduct and Judicial Procedures**.

### 31. Health Service

Please refer to Section II, Article 27.g. (**Student Affairs: Student Health Service**) in this **Handbook**.

### 32. Holidays and Break Periods

All residence halls except Tower A and Tower C are closed during the winter recess. Students must leave the residence halls for winter recess within 24 hours after their last final exam unless they have signed a twelve-month housing contract for their accommodation in Tower A or Tower C. All

apartment-style accommodations are open. For holidays, breaks, and other relevant dates, please refer to Appendix A (**Academic Calendar/ Important Dates**) in this **Handbook**.

### 33. Housekeeping

#### **Residence Halls**

The University provides bathroom cleaning, Monday-Friday, for all communal bathrooms and public areas of the residence halls. Communal bathrooms are defined as bathrooms accessible by the entire floor, not bathrooms shared by multiple students within a suite. Residents of suites or accommodations that have private or semi-private bathrooms are responsible for the cleaning of their bathrooms and could be subject to sanctions for any health and safety condition caused by not cleaning.

#### **Apartment-style Accommodations**

Apartment building common areas are maintained by the University.

Residents are responsible for keeping their own bathroom, bedroom, kitchen, and living areas clean. All perishable food products should be stored and refrigerated in covered containers. Bulk food items not requiring

refrigeration should be kept in sealed containers with airtight lids. Please be mindful of the sanitation and cleanliness of all areas serving the apartment, including the building, landscaped areas, and driveways.

Please do not shake any dirt out of carpets or rugs from any window, door, or balcony, and do not sweep any dirt into the corridors, halls, elevators, stairways, or fire exits of the building.

#### **All University Housing Accommodations**

If you have a special housekeeping request or problem, you can use various methods to submit a maintenance request. Please refer to Section I, Article 44 (**Maintenance and Repairs**) in this **Handbook**.

### 34. Housing

#### **a. Eligibility**

Only full-time students regularly enrolled at the University, who are the age of 16 or older by August 1st of the year they sign this contract, may occupy University Housing. Students must be registered for a full-time course load for the entire period of this Contract.

#### **b. Guarantee**

The University of Pittsburgh currently offers a three-year **housing guarantee** to:

Incoming Students  
 First-year, fall term freshmen admitted through the Office of Admissions and Financial Aid whose tuition deposit and Housing and Dining Services Application (**Application**), **Contract**, and **Deposit** are received by respective due dates.

Returning Guaranteed Students  
 Students who have lived in University housing during their first year (with a **housing guarantee**) are guaranteed housing for their second and third year if they maintain their status as a full-time student and submit their **Application**, **Contract**, and **Deposit** by the subsequent due dates.

In order to maintain the housing guarantee for the full three-year period, all **Application** and **Deposit** due dates must be met each year. Should any of these deadlines or requirements be missed, the **guarantee** will automatically become invalid for all subsequent years. Applicants who cancel or fail to renew their University housing will forfeit their **housing guarantee**. Once revoked, the **guarantee** cannot be reinstated for any reason.

Nonguaranteed Students  
 Students who do not meet the requirements to obtain the **housing guarantee**, along with those students who forfeit their **housing guarantee**, are nonguaranteed students. Nonguaranteed students may be placed on a wait list until University housing becomes available.

**c. Application**  
 In January, current residents will receive:

1. **Copy of Housing and Dining Services Application and Contract**
  - Contract stipulations
  - Specific deadline information
2. **Housing Selection Process and Deadlines PDF via e-mail**
  - Brief description of residence halls and apartment-style accommodations
  - Overview of online housing accommodation selection process
  - Calendar of important dates
3. **Personalized Information via e-mail**
  - Housing Selection Index Number

will be sent via University e-mail.

- Housing Selection Index Number— indicates eligibility for available housing and is a determining factor for order in which guaranteed students select their accommodations.

Note: Wait list students are not guaranteed University housing. Notification of possible housing typically does not occur until the end of June or later.

**Applications** should be submitted online by the specified due date, usually early February. Only completed **Applications** will be processed.

For your convenience, all services related to the housing application process are coordinated through:  
 Panther Central  
 Litchfield Towers  
 Main Lobby  
 412-648-1100 (x8-1100)

Sun.–Sat. 7:30 a.m.–10 p.m.  
 (Full Service)

\*\*\*\*\*

Sun.–Sat. 10 p.m.–7:30 a.m.  
 (Limited Service)

**d. Deposit**  
 Each student must pay a \$325 housing deposit

to Panther Central, prior to or when submitting your **Application** and **Contract**. Payment can be made online via credit card or e-check, or in person by check, cash, Panther Funds, or money order. Except as provided in the **Contract**, the deposit is nonrefundable and will be applied to spring term fees.

If a student is indebted to the University for current or prior term charges, the University may, at its option, apply the deposit to any such outstanding indebtedness and cancel the **Contract**.

**e. Deadline**  
 The **Application**, **Contract**, and **Deposit** must be completed by the required due date. Any **Application** received or postmarked after this date will be placed on the wait list and handled on a first-come, first-served basis.

**f. Contract**  
 All students living in University housing must electronically sign a two-term **Housing and Dining Services Contract**, covering both the fall and spring terms. This contract is legally binding for the entire academic year unless the student enters University housing during the spring term, in which case the contract is binding only for the spring term. Spring term cancellations may be granted by the University in certain cases (i.e., graduation, University-approved

study abroad, co-op). In the event that you wish to cancel your **Contract** for the spring term, please submit your cancellation request in writing to Panther Central no later than December 1.

#### **g. Selection**

Current guaranteed resident students desiring to return to University housing will participate in the online selection process that takes place every year in March. You will be given a date and time to log on to the Panther Central Web site and select a specific accommodation or to retain your current accommodation. You will also have the opportunity to select roommates.

#### **h. Freshmen Assignment**

Panther Central will send a “Notice of Assignment” to you. This notice will give you instructions for going online to obtain your housing assignment and roommate information.

#### **i. Cancellation**

The **Contract** may be canceled by the student only. The student must provide written request for cancellation to Panther Central, subject to the terms and conditions set forth in the Housing and Dining Services **Contract**. Please be aware that neither oral communication with Panther Central nor

written communication with other offices constitutes cancellation of the **Contract**.

Please refer also to Section I, Article 52 (**Panther Central**) in this **Handbook** and be sure to visit [www.pc.pitt.edu/housing/index.php](http://www.pc.pitt.edu/housing/index.php) for more details about the housing process.

#### **35. Housing Services, Dining Services, and Panther Central, Department of**

As one of over 7,900 undergraduate students who are living on the Pittsburgh campus, you are very important to us. We’d like to help make residence hall living a pleasant part of your experience at the University. We are responsible for the operational aspects of the residence halls, such as housekeeping and maintenance. If you need assistance or have questions about any housing-related functions, please stop by or call Panther Central.

For your convenience, all services are coordinated through:

Panther Central  
Litchfield Towers  
Main Lobby  
412-648-1100 (x8-1100)

Sun.–Sat. 7:30 a.m.–10 p.m.  
(Full Service)

\*\*\*\*\*

Sun.–Sat. 10 p.m.–7:30 a.m.  
(Limited Service)

Visit us at:

Website: [www.pc.pitt.edu/housing/index.php](http://www.pc.pitt.edu/housing/index.php)

Portal: Panther Central community at [my.pitt.edu](http://my.pitt.edu).

Twitter:  
[@PantherCentral](https://twitter.com/PantherCentral)

Facebook: **Panther Central (facebook/panthercentralpitt)**

Pinterest: **Panther Central (www.pinterest.com/panthercentral)**

#### **36. Information Center**

There is one information center for residents, which is staffed 24 hours a day, seven days a week, when school is in session:

Panther Central  
Litchfield Towers  
Main Lobby  
412-648-1100 (x8-1100)

Please refer also to Section I, Article 52 (**Panther Central**) in this **handbook**.

#### **37. Insurance**

Students are responsible for having adequate and appropriate insurance (i.e., homeowner’s supplemental insurance) to protect against any loss or damage to the students’ personal property while on University

property. Please refer to your copy of the **Contract**.

#### **38. Judicial System**

Please refer to Section II, Article 27.h. (**Student Affairs: Student Conduct**) in this **Handbook**.

#### **39. Keys**

The information below pertains to a key as it relates to access to your individual accommodation door, but not the main door to your building. For main building access, please refer to Section I, Article 1 (**Access**) in this **Handbook**.

For the majority of residents, access is gained with a key card (Panther Card). The remaining residents access their accommodations via hard key. All keys are the property of the University and cannot be exchanged or given to another person or duplicated outside standard University procedures.

#### **Residence Halls and Fraternity Complex**

Each residence hall and fraternity room door, except House 5, is equipped with an electronic lock that can be unlocked only when the assigned residents insert their key card (Panther Card) into the lock and enter a unique identification number (PIN) that has been programmed on the Panther Card. Residents of House 5

will be given a hard key. For House 5 lockouts, residents need to call Panther Central who in turn will contact the Resident Director on duty.

### **Lost or Stolen Card Keys**

- Students are asked to report stolen or lost Panther Cards to Panther Central.
- If you find the missing Panther Card after you have purchased a new one, your old card cannot be reactivated and refunds will not be issued.
- Go to the Panther Central community at [my.pitt.edu](http://my.pitt.edu) and report your card lost in order to deactivate the meal plan and Panther Funds (if applicable) functions on your card.
- Go to Panther Central to obtain a new Panther Card—there is a \$20 charge for a new card. Your new card is automatically programmed with the same functions that were on your old card. At this time, your old card is completely deactivated, so that if someone finds it, he or she cannot access any functions or services.
- If you report your

Panther Card missing online and subsequently find it before purchasing a new one, you still need to go to Panther Central to get the meal plan and Panther Funds portion of the card reactivated. There is no reactivation fee.

- If you find the missing Panther Card after you have purchased a new one, your old card cannot be reactivated and refunds will not be issued.

### **Lockouts\***

- All residents should report to the welcome attendant in their building for verification and to receive an emergency access code that will provide temporary access to their accommodation.

\*Each resident is allotted three free lockouts per term; there is a \$10 charge for the subsequent three lockouts, a \$20 charge for the next three, and a \$50 charge for any subsequent lockouts after the ninth lockout.

### **Apartment-style Accommodations**

Each apartment, with the exception of Centre Plaza, is equipped with an electronic lock that can be unlocked only when the assigned residents insert their key card (Panther

Card) into the lock and enter a unique personal identification number (PIN) that has been encoded on the Panther Card.

Residents of Centre Plaza are issued a hard key that opens the apartment door, as well as individual bedroom doors.

**Lost or Stolen Key Cards**  
Refer to **Lost or Stolen Key Cards** under **Residence Halls and Fraternity Complex** above.

**Lost or Stolen Hard Keys**  
Residents of Centre Plaza should call Property Management at 412-624-9900, Monday–Friday, 8:30 a.m.–4:30 p.m. for a replacement key. There is a \$50 fee for a replacement hard key.

**Lockouts\***  
Residents of Forbes-Craig, Bouquet Gardens A-H, and Oakwood should call Panther Central at 412-648-1100 to obtain an emergency access code that will allow temporary entrance to their individual accommodations.

Residents of Ruskin Hall and Bouquet J should go to the welcome desk in their building. The welcome attendant will call Panther Central, at which time the student will be given an emergency access code that provides temporary access to their room.

\*Each resident is allotted three free lockouts per term; there is a \$10 charge for the subsequent three lockouts, a \$20 charge for the next three, and a \$50 charge for any subsequent lockouts after the ninth lockout.

Residents of Centre Plaza should call Property Management at 412-624-9900 to obtain access during normal business hours, Monday through Friday, 8:30 a.m.–4:30 p.m. There is a \$10 lockout fee for admittance after normal business hours.

**40. Laundry**  
All University housing buildings are equipped with Panther Funds operated washers and dryers, with the exception of Centre Plaza, Oakwood, and some fraternity houses, which are coin-operated. Washers and dryers run for approximately 30 minutes. Please do not leave laundry unattended. Malfunctioning washers and dryers should be reported immediately to Mac-Gray Intelligent Laundry Systems via its online customer service request. You can access this request form at [www.pc.pitt.edu/housing/services.php](http://www.pc.pitt.edu/housing/services.php). If your problem is related to the Panther Funds reader, report it to Panther Central in Litchfield Towers lobby. You can also call 412-648-1100 or e-mail [pc@pc.pitt.edu](mailto:pc@pc.pitt.edu).

## 41. Living Learning Communities

### **Residence Halls**

Within some of our residence halls, there are floors designated as Living Learning Communities. These areas are for students who wish to live in an environment with others who share a special academic interest:

### **Appreciation of the Arts Living Learning Community**

The Appreciation of the Arts Theme provides a residential experience in which artists as well as those who appreciate the arts can live and work together. It is a staging area for students to explore all kinds of performance, art exhibits, and seminars related to the arts. Activities may include trips to both on and off-campus venues to see plays, concerts and much more. Students wishing to expand their appreciation of the arts are encouraged to apply.

- Single-gender floors
- Tower B

### **College of Business Administration Living Learning Community**

This unit is designated for first-year students pursuing business majors and offers programming of interest to students in this field.

- Co-ed floors
- Bruce Hall

### **Emerging Leaders Living Learning Community**

This community for first-year students provides an exemplary opportunity for you to develop, hone, and sharpen your leadership skills and abilities with like-minded students. Residents will complete the Emerging Leaders program, a ten-week leadership certificate program, with members of their community, and will network with high-profile student leaders on campus. Overall, Emerging Leaders provides the opportunity to connect with other ambitious students who share a passion for leadership.

- Co-ed floors
- Nordenberg Hall

### **Engineering Living Learning Community**

This community is designated for first-year students pursuing academics and careers in engineering, and offers programming of interest to students in this field.

- Co-ed floors
- Forbes Hall

### **Exploring Majors Living Learning Community**

This community for first-year students integrates a dynamic program that is specifically designed for students who are unsure about their majors. Students spend their first term

taking the same classes as the other students in their community as they explore and discover their many options across the humanities, social sciences, and natural sciences. A team of academic and career specialists who know the courses, the majors, and the job market will work specifically with these students to help them find their perfect major, and will provide unique programming and on-site tutoring.

- Co-ed floors
- Nordenberg Hall

### **Global Village Living Learning Community**

The Global Village LLC is a special opportunity for first-year students who have a genuine interest in an international perspective. Students will participate in programs that explore critical global issues by blending perspectives from popular culture, historical contexts, and current events. This LLC will help you to expand your Pitt journey and provide you with countless benefits in becoming a globally-educated citizen.

- Single-gender floors
- Tower B

### **Healthy Living Living Learning Community**

The Healthy Living LLC supports an environment of

creating and maintaining a healthy mind, body, and spirit. This community will provide programs and activities to explore numerous dimension of wellness. This community affords the opportunity to build relationships with other students that share the values of holistic health and wellness. Residents will learn about all aspects of wellness, an essential element of academic success.

### **Health Sciences Living Learning Community**

The Freshmen Health Sciences community, located in Tower A, is available to first-year students planning a career in medicine or other health sciences. Students choosing to live in this community will be provided with enhanced opportunities that will make them more competitive in the medical school application process.

- Single-gender floors
- Tower A

### **Leadership Development Living Learning Community**

This community is for upper-class students who are interested in further developing their leadership potential and is a collaboration between the Offices of Residence Life and Cross-Cultural and Leadership Development, and the Dietrich School of Arts and Sciences and Joseph M. Katz Graduate School of Business.

- Co-ed floors
- Pennsylvania Hall

### **Multicultural Theme Living Learning Community**

This community is a collaboration between the Offices of Residence Life and Cross-Cultural and Leadership Development. It is designed to provide a space for every student to learn about important sociopolitical issues and cultural figures who have contributed to the liberation of marginalized groups on local and global levels.

- Co-ed floors
- Panther Hall

### **Nursing Living Learning Community**

This community is designated for nursing majors and offers programming of interest to students in this field.

- Lothrop Hall

### **ROTC Living Learning Community**

The ROTC LLC provides an opportunity for cadets to live together, train together, and learn together. This unique experience allows you to sharpen your leadership skills through specialized programming and to connect with fellow cadets through bonding events. Through these activities, the ROTC LLC promotes camaraderie among you and your fellow cadets.

- Single-gender floors
- Tower C

### **Service to Others Living Learning Community**

The Service to Others LLC allows you to live with other students who are interested in community service. With members of your floor, you will plan, design, and participate in community service projects in the Pittsburgh area. This community provides you with an ideal opportunity to share your passion for helping others.

- Single-gender floors
- Tower B

### **University Honors College Living Learning Community**

This community is for first-year students who have been admitted to the University Honors College and wish to live with their honors college peers.

- Co-ed floors
- Sutherland West

### **Upperclass Engineering Living Learning Community**

This community is designed to assist upperclass students in achieving academic success. This experience can be an important part of a student's educational program and better prepare him or her for both work in the industry and graduate-level education. The primary benefit of this community is to live among

peers with a similar passion for engineering and a chance to participate in programming to nurture that interest.

- Co-ed floors
- Panther Hall

### **Upperclass Health Sciences Living Learning Community**

The Upperclass Health Sciences community, located in Pennsylvania Hall, is available to upperclass students planning a career in medicine or other health sciences. Students choosing to live in this community will be provided with enhanced opportunities that will make them more competitive in the medical school application process.

- Co-ed floors
- Pennsylvania Hall

### **Apartment-style Accommodations**

Forbes-Craig Apartments are primarily designated for upperclass honors college students. To reside in Forbes-Craig, a student must apply to the honors college. If interested, visit [www.honorscollege.pitt.edu/housing/upperclasshousing.html](http://www.honorscollege.pitt.edu/housing/upperclasshousing.html).

For more information about these communities, contact Residence Life at 412-648-1200 (x8-1200).

### **42. Lost and Found**

Check for lost articles in these four locations:

- Panther Central
- Hillman Library, ground floor lending desk
- Public Safety Building 3412 Forbes Avenue (University police)
- William Pitt Union info desk

Apartment-style residents can also check for lost articles at the Department of Property Management, 127 North Bellefield Avenue.

### **43. Mail Service**

#### ***Residence Halls***

Students living in residence halls have been assigned a mailbox number, which corresponds to their room and bed number, and an individual combination mailbox. The Mail Center for Towers and Schenley Quadrangle residents is located in Tower B lobby. Residents of Forbes, Lothrop, Panther, Pennsylvania, Nordenberg, or Sutherland Halls will receive their mail in the Mail Center located in the lobby of their building. Residents of fraternity complexes will receive their mail at the Sutherland Hall Mail Center.



**Student Mail Centers:**

**Litchfield Tower B**  
Phone: 412-648-1156 (x8-1156)  
Mon.–Fri.:  
8 a.m.–7 p.m.  
Sat.: 10 a.m.–2 p.m.

**Nordenberg Hall**  
Phone: 412-624-8170 (x4-8170)  
Mon.–Fri.:  
10 a.m.–7 p.m.  
Sat.: 10 a.m.–2 p.m.

**Pennsylvania Hall**  
Phone: 412-648-7066 (x8-7066)  
Mon.–Fri.:  
10 a.m.–7 p.m.  
Sat.: 10 a.m.–2 p.m.

**Sutherland Hall**  
Phone: 412-648-9695 (x8-9695)  
Mon.–Fri.:  
8 a.m.–7 p.m.  
Sat.: 10 a.m.–2 p.m.

**Forbes Hall**  
Phone: 412-383-9657 (x3-9657)  
Mon.–Fri.:  
10 a.m.–7 p.m.  
Sat.: 10 a.m.–2 p.m.

**Lothrop Hall**  
Phone: 412-648-3922 (x8-3922)  
Mon.–Fri.:  
10 a.m.–7 p.m.  
Sat.: 10 a.m.–2 p.m.

**Panther Hall**  
Phone: 412-648-9898 (x8-9898)  
Mon.–Fri.:  
10 a.m.–7 p.m.  
Sat.: 10 a.m.–2 p.m.

**Address Guidelines:**

**Residence Halls**  
To make sure that you receive your mail promptly, all mail sent to you should be addressed in the following way. Your mailbox number is the same as your room number. Please ask senders to be sure to include your nine-digit zip code!

**Forbes Hall residents:**  
Name  
Building, Mailbox #  
3525 Forbes Avenue  
Pittsburgh, PA 15213-3333

**Litchfield Towers and Schenley Quadrangle residents:**  
Name  
Building, Mailbox #  
3990 Fifth Avenue  
Pittsburgh, PA  
(see zip codes below)

**Nordenberg Hall residents:**  
Name  
Building, Mailbox  
#111 University Place  
Pittsburgh, PA 15213-2605

**Zip codes for Litchfield Towers, and Schenley Quadrangle:**  
Tower A 15213-3543  
Tower B 15213-3543  
Tower C 15213-3543  
Amos Hall 15213-3543  
Brackenridge Hall  
15213-3543

Bruce Hall 15213-3543  
Holland Hall 15213-3543  
McCormick Hall 15213-3543

**Lothrop Hall residents:**  
Name  
Building, Mailbox #  
190 Lothrop Street  
Pittsburgh, PA  
15213-2547

**Panther Hall residents:**  
Name  
Building, Mailbox #  
3805 University Drive C  
Pittsburgh, PA  
15213-4604

**Pennsylvania Hall residents:**  
Name  
Building, Mailbox #  
3825 University Drive C  
Pittsburgh, PA  
15213-4604

**Sutherland Hall residents:**  
Name  
Building, Mailbox #  
3725 Sutherland Drive  
Pittsburgh, PA  
15213-4602

**Fraternity complex residents:**  
Name  
Name of Fraternity,  
Mailbox #  
3725 Sutherland Drive  
Pittsburgh, PA  
15213-4602

**Mail Security**  
Your Mail Center is responsible for the security of your mail. In order for us to provide maximum security, we need your cooperation. **Please make sure you lock your mailbox after each use.** If you have difficulty locking your box, please contact the Mail Center for assistance.

**Mail Deadlines**  
Packages and/or mail of any kind should not be sent to you more than one week prior to your arrival on campus, and not less than one week prior to your last residential day of the school year.

**Campus Mail**  
Campus mail is a free on-campus mail service with one-to two-day delivery. Simply place campus mail in specially marked boxes located in the Mail Centers and throughout the University campus.

**Shipments of Medication**  
If you are expecting the delivery of medication and cannot pick the medication up during normal operating hours, you must inform the Mail Center in advance at 412-648-1156 to make other arrangements.

**Forwarding Address**  
When you move out of University housing, you are required to complete a forwarding address card, which

can be obtained at your Mail Center. Upon completion, please leave the card in your mailbox or present it to one of the Mail Center workers. Mail will be returned to sender if no forwarding address is left.

Postage stamps may be purchased at the Tower B Mail Center.

#### **Apartment-style Accommodations**

All residents receive their mail from the U.S. Postal Service through:

U.S. Post Office  
347 South Bouquet Street  
Pittsburgh, PA 15213  
412-621-9713

To ensure that you receive your mail promptly, ask senders to include your first and last name, street address, apartment #, city, state, and zip code.

#### **Address Guidelines:**

All apartments are Pittsburgh, PA 15213.

#### **Bouquet Gardens**

Bldg. A—300 S. Bouquet St.  
+ Apt. #  
Bldg. B—260 S. Bouquet St.  
+ Apt. #  
Bldg. C—265 Oakland Ave.  
+ Apt. #  
Bldg. D—307 Oakland Ave.  
+ Apt. #

Bldg. E—250 S. Bouquet St.  
+ Apt. #  
Bldg. F—240 S. Bouquet St.  
+ Apt. #  
Bldg. G—235 Oakland Ave.  
+ Apt. #  
Bldg. H—249 Oakland Ave.  
+ Apt. #  
Bldg. J—315 Oakland Ave  
+ Apt. #

All UPS and FedEx packages for Bouquet Gardens residents are delivered to the Bouquet Garden Building J Student Mail Center and will be available for pickup Monday through Friday 10:00 a.m.–7:00 p.m. and Saturday 10:00 a.m.–2:00 p.m. United States Postal Service mail and packages are delivered to mailboxes located in the lobby of each building.

#### **Centre Plaza**

5032 Centre Ave. + Apt. #

#### **Forbes-Craig Apartments**

4531 Forbes Ave. + Apt. #

#### **Oakwood Apartments**

234 Oakland Ave. + Apt. #  
236 Oakland Ave. + Apt. #

#### **Ruskin Hall**

120 Ruskin Ave. + Apt. #

All UPS and FedEx packages for Ruskin Hall residents are delivered to the Towers Mail Center and will be available at that location in the Litchfield Tower B Lobby Monday

through Friday 8:00 a.m.–7:00 p.m. and Saturday 10:00 a.m.–2:00 p.m. United States Postal Service mail and packages are delivered to the mailroom located in Ruskin Hall.

#### **44. Maintenance and Repairs**

##### **Residence Halls**

For normal maintenance and repairs and/or special house-keeping needs, you must submit a maintenance request at the Panther Central community at [my.pitt.edu](http://my.pitt.edu) or at [www.pc.pitt.edu/housing/maintenance.php](http://www.pc.pitt.edu/housing/maintenance.php).

For emergency repairs\*, a Department of Housing Services staff member on duty can be contacted.

Please call Panther Central at 412-648-1100 (x8-1100) to obtain such services.

\*This also includes **Ruskin Hall** and **Bouquet Gardens**.

##### **Apartment-style Accommodations**

For routine maintenance or moving of furniture, please submit a request online at [www.pc.pitt.edu/housing/maintenance.php](http://www.pc.pitt.edu/housing/maintenance.php). All routine maintenance requests will be addressed by University employees or contractors during normal business hours.

Residents must report emergency maintenance issues immediately to

the Department of Property Management at 412-624-9900. Emergency issues include no heat, water leak, loss of electrical service, or broken window/locks.

Please be advised that residents will incur costs, at the discretion of the Department of Property Management, to repair obstructions from plumbing lines or to repair/replace a plumbing fixture due to misuse or abuse. Residents are strongly advised not to use double-sided tape on walls, furniture, and flooring.

**Helpful Tip:** By keeping sensitive electrical items such as computers or stereos off the floor, you can avoid damages from accidental spills.

**NOTE: Only the University's employees or contractors are permitted to make repairs or changes in the apartment-style accommodation or building.**

#### **45. Meal Plans**

All students residing in residence halls are required to purchase a meal plan. Students living in apartment-style accommodations may purchase a meal plan but are not required to do so.

All freshmen residence hall students can select from one of 11 resident meal plans, while upperclass residence hall students have their choice of 17 plans. Apartment-style residents

can choose any resident or apartment/commuter meal plan (21 choices total).

### **How the Meal Plans Work**

#### **Resident Meal Plans**

The meal plans are categorized by tiers that offer options with unlimited access or a set number of Dining Passes and Dining Dollars in varying amounts, depending on your individual needs.

The **Ultimate Access Tier** allows you to dine in at Market Central or The Perch at Sutherland as many times as you want, each day throughout the term. Ultimate Access plans also offer 10 bonus Guest Passes for use in Market Central or The Perch at Sutherland and 30 bonus Dining Passes for take-out meals from Market To-Go.

Two Ultimate Access plans also come with Dining Dollars to use throughout the term at any of our dining facilities on campus.

The **Dining Pass Tiers** include Dining Passes\* and Dining Dollars. Dining Passes can be used only to dine in at Market Central, The Perch at Sutherland, or for take-out meals at Market To-Go. Dining Dollars can be used

at any of our on-campus eateries. Each time you enter Market Central, The Perch at Sutherland, or Market To-Go, either a Dining Pass or Dining Dollars will be deducted from your account, depending on your preference.

**Dining Dollars** work as a dollar-for-dollar exchange, are deducted from your meal plan as you go, and can be used at any of the 20 dining facilities listed below.

\*Dining Passes are good for the entire term; if they are not used by the end of the term, the remaining balance is forfeited.

\*\*Dining Dollars are good for the entire term; any unused funds will roll over from the fall to spring semester as long as students select a plan in the same tier plan or higher. For students that reduce their meal plan, the remaining balance will be forfeited at the end of the semester. Unused funds at the end of the spring semester will be forfeited.

#### **Apartment Residents and Commuter Meal Plans**

These meal plans consist of Dining Passes, Dining Dollars, or a combination of both.

#### **Dining Facilities**

##### **Made-to-Order Restaurants**

- Market Central
- The Perch at Sutherland

#### **Food Courts**

- Cathedral Café
- Petersen Events Center
- Schenley Café

#### **Retail**

- Einstein Bros. Bagels (Benedum Hall)
- Einstein Bros. Bagels (Posvar Hall)
- The Oakland Bakery and Market (Amos Hall)
- Quick Zone (Litchfield Towers)
- Quick Zone at Sutherland (Sutherland Hall)

#### **Take-Out Facility**

- Market To-Go (Litchfield Towers)

#### **Coffee Carts**

- **University Store Café** (University Store on Fifth)
- **Bunsen Brewer** (Chevron Science Center)
- **Café Victoria** (Victoria Building)
- **Cathedral Coffee** (Cathedral of Learning)
- **Common Grounds** (Litchfield Towers)
- **Cup & Chaucer** (Hillman Library)
- **Hill O' Beans** (Sutherland Hall)
- **The Pennsylvania Perk** (Pennsylvania Hall)

- **The Side Bar** (Barco Law Building)
- **Thirst & 10** (Panther Hall)
- **Simply To Go** (Langley Hall)

#### **Keeping Track of Your Dining Passes and Dining Dollars**

Your Dining Passes and Dining Dollars work as a declining balance program.

Each time you use your Dining Passes at Market Central, The Perch at Sutherland, or Market To-Go, your remaining balance will appear on the register display and is printed on your receipt. When you use your Dining Dollars at any dining facility on campus, the remaining balance shows on the register and is printed on your receipt. You also may access your Dining Passes and Dollars usage report online at the Panther Central community at [my.pitt.edu](http://my.pitt.edu).

Most meal plans come with a set amount of Dining Passes. Should you run out of Dining Passes, you can still purchase meals with the Dining Dollars portion of your meal plan. If you need additional Dining Dollars, you may purchase them at any time in \$25 increments at Panther Central. Panther Funds, credit cards, and cash are also accepted at all of our dining facilities on campus.

### **Important Facts about Your Meal Plan:**

- As long as you are residing in a residence hall, the meal plan portion of the **Contract** cannot be canceled.
- Credit for approved cancellations is given on a prorated basis based on the date cancellation is made with Panther Central.
- Meal plans are not transferable; therefore, the **Contract** will not be assigned to anyone else.

### **Meal Plan Special Requests**

Dining Services tailors diets and options to fit the needs of all students, whether for time restrictions due to internships, allergies, or specific dietary restrictions. Our nutritionist and chef are available to work with you and will make every effort to cater to special dietary concerns—celiac, vegan, vegetarian, Kosher, diabetic, hypoglycemic, or food allergies. Students with special medical or other dietary needs should notify Dining Services by completing a Meal Plan Special Request form, which may be obtained from Panther Central. If we are unable to accommodate your special request and opt to

exempt you from a meal plan, there is a \$120 fee charged to your student account each term. Meal plans requiring adjustments due to unforeseen incidents will be prorated for meals already used during the term.

### **Special Services**

**Special Diets**—If you are under a doctor's orders and cannot eat what is usually served, please have the doctor write instructions regarding what you are able to eat and make an appointment with the executive chef to discuss individual needs. (Contact a Dining Services manager at 412-648-1220 for information about how to get in touch with the executive chef.)

**Sick Meals**—If illness prevents you from going to a cafeteria to eat, have your resident assistant (RA) contact the Dining Services manager and your meal(s) will be brought to your room.

**Kosher Meals**—Are available at Quick Zone locations.

### **Meal Plan Changes**

Meal plans can be changed during the Add/Drop Period of the Fall and Spring semesters. The Add/Drop Period takes place during the first two weeks of each semester. Please see **Appendix A: Academic Calendar/**

**Important Dates** on page 81 of this **Handbook** for this year's Add/Drop Period end date. To change your meal plan during the Add/Drop Period, download a Meal Plan Change Form at **[www.pc.pitt.edu/publication.php](http://www.pc.pitt.edu/publication.php)** and submit it to Panther Central.

For your convenience, all services are coordinated through:

Panther Central  
Litchfield Towers  
Main Lobby  
412-648-1100 (x8-1100)

Sun.–Sat.  
7:30 a.m.–10 p.m.  
(Full Service)

\*\*\*\*\*

Sun.–Sat. 10 p.m.–7:30 a.m.  
(Limited Service)  
Visit us at:

Web site—  
**[www.pc.pitt.edu/dining/index.php](http://www.pc.pitt.edu/dining/index.php)**

Portal—Panther Central community at **[my.pitt.edu](http://my.pitt.edu)**

### **46. Policy for Medical Waste Disposal for Residence Halls**

The Office of Residence Life has initiated the following guidelines and procedures for residence hall students needing to dispose of medical waste while

living on-campus. Federal, state and municipal regulations require that medical waste be disposed of in an approved container. Medical waste includes hypodermic needles, lancets, test strips, small quantity medical waste, and other medical devices having corners, edges or projections capable of cutting or piercing the skin, or that pose a safety hazard to personnel who handle waste. This type of waste is often contaminated with blood or bodily fluids. Medical waste cannot be disposed of in the trash. If you generate this type of waste, please follow the procedures listed in the next column.

- Purchase an approved sharps or medical waste disposal container from a local pharmacy, physician, or hospital. These containers can also be purchased on-campus at the Student Health Pharmacy, Nordenberg Hall, 103 University Place.
- Immediately transfer any used needles or other contaminated waste into the container to minimize possible injury to anyone.
- When full, the container should be taken to Student Health

Service, Nordenberg Hall, 119 University Place or another authorized disposal site (pharmacy, doctor's office, etc.).

- Additional Campus Resources: [www.studentaffairs.pitt.edu/health\\_wellness](http://www.studentaffairs.pitt.edu/health_wellness) and [www.ehs.pitt.edu](http://www.ehs.pitt.edu).

### **Medical Supply Storage for Residence Halls**

In situations where medical supplies need to be stored by a residence hall student, Residence Life recommends the student establish a secure location or device for storage.

#### **47. MicroFridge**

MicroFridge units are available for rental through a subcontracted service. To order the all-in-one refrigerator/freezer/microwave oven, or if you have any questions:

- Call the Melvin Group at 1-800-525-7307.
- Visit Melvin at [www.themelvingroup.com](http://www.themelvingroup.com).

#### **48. Missing Student Protocol**

In keeping with federal law, 20 U.S.C. § 1092j, the Office of Residence Life will initiate the following missing student notification policy. This policy is designated for those students living within the University Housing that

is overseen by the Office of Residence Life. In the event of a missing student, the Office of Residence Life will also work directly with the University of Pittsburgh Police Department. The purpose of having a listed Emergency Contact is to be able to verify cases in which a person may not be missing but has voluntarily left his or her residence. To report a suspicion that a student is missing, contact should be made with the student's Resident Director, the Office of Residence Life or the University of Pittsburgh Police Department.

1. Each student living within the residence halls has the opportunity to list an Emergency Contact by completing an Emergency Contact form available at the Office of Residence Life. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. This information will be maintained in Office of Residence Life records that will be immediately accessible by University staff who will implement this policy. In the event of a determination that a student is missing, the University

will attempt to notify the listed Emergency Contact within 24 hours. It is important to note that even if an Emergency Contact is not registered, the University of Pittsburgh Police Department will be notified if the student is missing.

2. At any point during a student's enrollment, he or she may choose to register or change Emergency Contact information with the University by notifying the Office of Residence Life. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
3. Residence Life staff will immediately contact the University of Pittsburgh Police Department when a student is reported missing.
4. The University of Pittsburgh Police will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.

5. No later than 24 hours after a student is reported missing, the University of Pittsburgh Police or its designee will be responsible for contacting the appropriate Emergency Contacts as established above.
6. The University of Pittsburgh Police will notify a parent or legal guardian no later than 24 hours after a student is determined to be missing if a student is under the age of 18.
7. Residence Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the University (Counseling Center, Dean of Students, academic dean of student's school, and University Police).

#### **49. Noise**

University housing accommodations are shared living spaces for a large number of students. Please have respect for your fellow residents and avoid excessive shouting, loud disturbances, or the playing of recorded music, musical instruments, televisions, radios, CD players, DVD players, musical storage devices, etc. at loud volumes.

Annoyances should be discussed with the person(s) creating the disturbance and/or the resident assistant (RA).

Please refer also to Section I, Article 58 (**Quiet Hours**) in this **Handbook**.

### 50. Occupancy

Your **Contract** provides for occupancy of an assigned space in University housing for the entire academic year. Students are permitted to take up residency in University housing according to official opening dates for both fall and spring terms. During the winter recess, students living in residence halls do not have access to their accommodations, unless they have signed a twelve-month housing contract and are a resident of either Tower A or Tower C. All University housing must be vacated in accordance with the University's published schedules.

Note: Students must leave the residence hall for winter recess and at the end of the school year within **24 hours after their last final exam**.

Please refer also to Appendix A (**Academic Calendar/ Important Dates**) in this **Handbook**.

### 51. Panther Card

All registered students must have a Panther Card,

which is your valid University of Pittsburgh photo ID card. It is your "passport" to the campus community and allows you access to:

- Residence halls or apartment buildings (your assigned residence only)
- Meal plans
- University libraries
- Campus shuttle buses
- Recreational facilities (within your residence hall, Bellefield Hall, Trees Hall, and the Baierl Student Recreation Center)
- Student Health Service
- Computer labs
- Free local Port Authority buses
- Museums

The Panther Funds program is an alternative to using cash for routine purchases such as books, food, beverages, merchandise, and a variety of services at locations both on and off campus. The Panther Funds program allows use of the Panther Card for:

- Vending
- Laundry
- Photocopies
- Book Centers, Pitt Shop, Maggie and Stella's, Parking Services Office, Student Health Service, School of Dental Medicine, and University dining facilities purchases
- Shopping and eating at many local establishments

You can get your picture taken and obtain your Panther Card at Panther Central, located in Litchfield Towers lobby. Hours for processing Panther Cards are Sunday through Saturday from 7:30 a.m. to 10 p.m. The phone number is 412-648-1100 (x8-1100).

### **Lost, Stolen, or Damaged Panther Cards**

Lost or stolen cards should be reported immediately at the Panther Central community at **my.pitt.edu**. Your card will be automatically deactivated. You can also report a lost or stolen card at Panther Central in the Litchfield Towers lobby. If you bring positive ID, such as a driver's license, we will issue you a new card while you wait. Hours for issuing Panther Cards are Sunday through Saturday from 7:30 a.m. to 10 p.m.

Damaged cards are not valid and will not scan through card readers across campus. You should go to Panther Central to get a new card. The fee for a new card is \$20.

### **Panther Funds Program**

This is a prepaid program, administered by Panther Central, that allows you to use your Panther Card in place of cash, checks, or credit cards at participating

locations. For your convenience, all services are coordinated through:

Panther Central  
Litchfield Towers  
Main Lobby  
412-648-1100 (x8-1100)  
Sun.–Sat.  
7:30 a.m.–10 p.m.  
(Full Service)

\*\*\*\*\*

Sun.–Sat.  
10 p.m.–7:30 a.m.  
(Limited Service)

Visit us at:  
Website— **www.pc.pitt.edu/card/index.php**  
Portal— Panther Central community at **my.pitt.edu**.

### 52. Panther Central

Litchfield Towers  
Main Lobby  
Pittsburgh, PA 15260  
412-648-1100 (x8-1100)

Sun.–Sat.  
7:30 a.m.–10 p.m.  
(Full Service)

\*\*\*\*\*

Sun.–Sat.  
10 p.m.–7:30 a.m.  
(Limited Service)

### **What is Panther Central?**

The college experience can at times be challenging. We formed Panther Central so that students can obtain

certain related services all at the same time, under one roof. Panther Central houses the administrative and service offices for the Panther Card, Panther Funds, Housing Services, and Dining Services.

Visit us at:

Website—  
[www.pc.pitt.edu](http://www.pc.pitt.edu)

Portal—Panther Central community at [my.pitt.edu](http://my.pitt.edu).

### ***Who does Panther Central serve?***

Panther Central primarily serves University students as a one-stop center for obtaining Panther Cards and Panther Funds, and the handling of Housing Services and Dining Services needs.

### ***What services does Panther Central provide?***

Panther Central, in addition to serving as a general information resource for students, administers services and answers questions pertaining to the “basics” of your life at the University:

#### **Panther Card Services**

- Pictures taken
- New, replacement, and temporary cards

#### **Panther Funds Services**

- Load funds
- Account balances and status

#### **Housing Services**

- Housing contracts and deposits
- Room assignments
- Residence hall access
- Lockout services
- Maintenance requests and emergency repairs

#### **Dining Services**

- Meal plan contracts, changes, and special requests
- Additional Dining Dollars
- Donated food services

#### **General Services**

- Fines issued by
- Residence Life or Judicial Affairs can be paid at Panther Central
- Buses home for the holidays can be purchased at Panther Central
- I-9 forms

### **53. Panther Funds**

#### ***What are they?***

The Panther Funds program, which is a University-sponsored program administered by Panther Central, is a “stored value” prepaid service that allows you to do more with your Panther Card, such as obtaining books, food, and other

services without the inconvenience of carrying cash.

#### ***How does it work?***

By adding Panther Funds to your Panther Card, you may use your Panther Card in place of cash, checks, or credit cards at participating locations on the Oakland campus that display the Panther Funds logo.

You load funds into the program and use your Panther Card to make purchases. When money gets low, you simply “reload” funds on your Panther Card.

#### ***How do I join?***

Adding Panther Funds to your account is easy and convenient:

- **Online:** Students can visit the Panther Central community at [my.pitt.edu](http://my.pitt.edu). Parents and guests can add Panther Funds to their students’ accounts by going to [www.pc.pitt.edu/card/funds.php](http://www.pc.pitt.edu/card/funds.php) and clicking on “guest deposit.” Make sure you have your students’ first and last names (exactly as they appear on their Panther Card), their official University-issued e-mail address, and a valid MasterCard, VISA, or Discover

credit card to make a guest deposit.

- **In person:** Come into Panther Central in the Litchfield Towers lobby with cash, a check, or a valid MasterCard, VISA, or Discover credit card and we’ll add funds to your account on the spot.
- **By phone:** Call Panther Central at 412-648-1100 with a valid MasterCard, VISA, or Discover credit card.
- **Cash Management Center (CMC):** Use the CMC kiosks in the Litchfield Towers lobby, Cathedral of Learning, the Barco Law Building, Victoria Hall, Hillman Library, or Bevier Engineering Library to load Panther Funds with cash or a valid MasterCard, VISA, or Discover credit card.
- **By mail:** Send a check and letter of instruction to:

University of Pittsburgh  
Panther Central  
Litchfield Towers Lobby  
Pittsburgh, PA 15260

### **Where can I use Panther Funds?**

- Campus laundry facilities
- Campus dining facilities
- Campus vending machines and copiers
- Book Centers, Maggie and Stella's, Pitt Shop, Packages Plus, Parking Services Office, athletics box offices, School of Dental Medicine, and University dining facilities purchases
- University libraries for photocopies and paying fines
- Community merchants (list of participating merchants is available at [www.pc.pitt.edu/card/merchantlist.php](http://www.pc.pitt.edu/card/merchantlist.php). A printable version of this list is available at [www.pc.pitt.edu/downloads/card/merchantlist.pdf](http://www.pc.pitt.edu/downloads/card/merchantlist.pdf)).
- Campus parking garages

### **Do you already have Panther Funds and want to load more money onto your account?**

You can do so by following any one of the procedures outlined above under

### **How do I join?**

#### **Security—your funds are safe**

If your Panther Card is lost or stolen, you should report it immediately to Panther Central at the Panther Central community at [my.pitt.edu](http://my.pitt.edu), by telephone at 412-648-1100, or in person at Panther Central. When you receive a new card or when we reactivate a card that you reported missing but later found, you will immediately have access to your Panther Funds that remained on your card at the time you reported it missing. The fee for a new Panther Card is \$20.

#### **Check Your Balance**

Each time you use your Panther Funds for a purchase, your remaining balance is displayed on the register or vending machine.

You also can check your balance online at the Panther Central community at [my.pitt.edu](http://my.pitt.edu) or at the CMC kiosks in the Litchfield Towers lobby, Cathedral of Learning, the Barco Law Building, Victoria Hall, Hillman Library, or Bevier Engineering Library.

#### **Transaction History**

View and print Panther Funds statements online at

the Panther Central community at [my.pitt.edu](http://my.pitt.edu).

Visit us at:

Website—  
[www.pc.pitt.edu/card/funds.php](http://www.pc.pitt.edu/card/funds.php)

Portal—Panther Central community at [my.pitt.edu](http://my.pitt.edu)

#### **54. Payments**

Residents are responsible for paying the prevailing University housing accommodation and meal plan rates (fees) established by the University. All amounts are billed to the student's account; you are responsible for all fees (including damage charges) when due.

#### **55. Pets**

##### **The University of Pittsburgh Animal Policy**

The University of Pittsburgh has a strict no-pet policy within the residence halls and on campus apartments. However, reasonable accommodations are made for individuals with disabilities who utilize a service animal. The Americans with Disabilities Act defines a "service animal" as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. All requests for disability accommodations,

including requests to have a service animal reside with or accompany a resident in a University of Pittsburgh housing facility, should be submitted to the Office of Disability Resources and Services (DRS) pursuant to its reasonable accommodation request and review process. Individuals can contact DRS at **412-648-7890** or at [vanslyke@pitt.edu](mailto:vanslyke@pitt.edu).

#### **When service animals may be removed or prohibited from a University Housing facility:**

A service animal may be excluded from a University of Pittsburgh housing facility or program if permitting the animal to be present is no longer a "reasonable" accommodation. This may include situations where the animal's behavior or presence is unduly disruptive to others or poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior or that barks excessively may be excluded.

#### **56. Prohibited Items and Activities**

The following are not permitted in, on, or about the students' University housing accommodations:



- Smoking
- Unauthorized pets
- Homemade or commercially made furniture, including loft beds, dressers, and desks
- Waterbeds
- Exterior radio/TV aerials
- Controlled substances
- Firecrackers
- Ammunition
- Firearms or any other weapons

Please refer also to Section I, Article 3 (**Appliances**) and Article 14 (**Cooking**) in this **Handbook**.

**57. Property Management, Department of**  
127 North Bellefield Avenue  
Pittsburgh, PA 15260  
412-624-9900 (x4-9900)

As one of approximately 7,000 undergraduate students who are living on the Pittsburgh campus, you are very important to us. We'd like to make your apartment living experience as pleasant as possible.

We are responsible for all of the operational aspects of University-owned apartments. This includes key distribution and collection, repairs, and maintenance. If you need assistance, have

any questions, or just need general information about any of these functions, please call us.

Some of our services, such as housing **Applications, Contracts,** and apartment-style assignments, are handled through Panther Central.

### 58. Quiet Hours

#### **Residence Halls**

Quiet hours (the absence of loud noise or distractions) exist within each residence hall (unless designated as a 24-hour quiet floor) as follows:

1. Sunday through Thursday, 10 p.m. to 8 a.m.
2. Friday through Saturday, 11 p.m. to 8 a.m.
3. Exam weeks, 24-hour quiet hours are in effect at 8 p.m. on the Friday preceding the exam week and remain in effect until the close of the term.
4. Weekday quiet hours do not change for midweek holidays or during break housing periods.

At other times, students are expected to exercise good judgment with respect to making excessive noise. (See Courtesy Hours below.)

#### **Courtesy Hours**

Courtesy hours are in effect at ALL times. Courtesy hours can be defined as conditions under which noise is not disruptive or disturbing to either students or staff. Criteria for determining if noise is loud or not loud: If noise is bothering one person on the floor or wing, or in the building, it is probably too loud. In most cases, if the noise can be heard two room lengths and/or two doors away, whether doors are open or closed, it is too loud.

Enforcement of quiet and courtesy hours: Everyone is responsible for enforcement. The smooth operation of the residence halls is everyone's responsibility, not only that of the hall staff. If a noise bothers a resident, that resident is responsible for asking the person(s) involved to decrease the noise level. Residents should politely ask the person(s) making the noise to keep the noise to a minimum.

Contacting hall staff when noise is too loud: If a resident has asked the person(s) making the noise to lower the noise level and they have not honored the request, the resident should contact a resident assistant (RA), resident director (RD), or assistant hall director (AHD), who will intervene. If the RA

or AHD must confront the person(s) making the noise, the incident will be documented and referred to the RD. If the behavior persists, additional disciplinary action may be taken.

### 59. Recycling

#### **Residence Halls**

On each floor of all residence halls, there is a trash room that is supplied with a blue recycling container equipped with a clear plastic bag. Students must put all glass, aluminum, and plastic recyclables in the recycling container. Please rinse out all cans, glass, and plastic containers prior to placing them in the recycling container.

In addition, paper recycling is offered in most residence hall trash rooms. For any trash room without paper recycling, students must collect recycled paper in their room and deposit it in the lobby paper recycling container as they leave the building.

Recyclable items are:

- Cans—aluminum beverage cans only; tin and steel cans should be disposed of as trash.
- Glass—beverage bottles only, any color.
- Plastic—beverage bottles only, plastic

- numbers 1 through 5.
- Paper—any color of paper, newspaper, magazines, and telephone books; no staples or cellophane envelopes.
- Cardboard—all boxes should be flattened and placed in the paper recycling bin in your floor's trash room. If you do not have paper recycling bins on your floor, flattened cardboard may still be placed in the trash room next to the existing trash bins.
- Batteries—any size nickel-cadmium (Ni-Cd) battery. Once you have old batteries you can recycle them in the battery drop off locations in the lobbies of Litchfield Towers, Sutherland and Lothrop. Old cell phones and iPods will also be accepted in these areas.
- Laser toner cartridges—toner can be recycled in the collection bin located in the Litchfield Towers Lobby.
- All recycling related questions should be sent to [pittrecycling@bc.pitt.edu](mailto:pittrecycling@bc.pitt.edu).

Materials other than those listed above should be deposited in the appropriate trash room for your floor.

Contaminated items, such as pizza boxes, tissues, cellophane, carbon paper, lunch bags, coffee cups, paper with food waste on it, and brown/golden envelopes, cannot be recycled.

If a recycling bin is contaminated, Housing Services must dump the entire bin into the trash.

#### **Apartment-style Accommodations**

Glass, cans, and plastic should be discarded in the recycling container at each building.

#### **60. Residence Life**

Please refer to Section II, Article 27.f. (**Student Affairs: Residence Life**) in this **Handbook**.

#### **61. Residence Life Staff**

Please refer to Section II, Article 27.f. (**Student Affairs: Residence Life**) in this **Handbook**.

#### **62. Resident Student Association**

412-648-1200  
(x8-1200)

The Resident Student Association (RSA) is the governing body of students who live in residence halls. This organization provides input regarding student life on campus to the Office of

Residence Life and Panther Central. RSA encourages students to become involved and to take an interest in residence hall life.

Each residence hall has an elected council composed of individual officers and floor representatives which report issues to the RSA Executive Board. These hall councils concern themselves with conditions and programs within specific living areas. The executive board provides leadership and guidance in organizing students in the residence halls. The executive board is also concerned with the activities and policies that affect the entire student body. For more information, visit [www.rsa.pitt.edu](http://www.rsa.pitt.edu).

#### **63. Residential Networking Program (ResNet)**

The University's Residential Networking (ResNet) program is managed by Computing Services and Systems Development (CSSD). Residence hall rooms include a direct Internet connection via PittNet, the University's network. Rooms feature both wired and wireless connectivity. Students are encouraged to use their wired connection for network-intensive applications,

such as gaming and video streaming. For configuration assistance and support, call the Technology Help Desk at 412-624-**HELP** (4357) to schedule an appointment with a residential consultant. Walk-in computer support is also available in the Litchfield Towers Lobby and the University Store on Fifth. Additional information about ResNet services is available on the Information Technology Web site at [technology.pitt.edu](http://technology.pitt.edu). Please refer also to Section II, Article 4 (**Computing Resources**) in this **Handbook**.

#### **64. Right of Entry**

The University has the right for authorized representatives to enter residents' accommodations for housekeeping or maintenance purposes, verification of occupancy, or in response to health or safety concerns. The University is not responsible for any damages or loss of personal property of a student resulting from such entry. Please refer also to your copy of the **Student Code of Conduct and Judicial Procedures**.

#### **65. Roommates**

Please refer to Section I, Article 10 (**Community Living**) and Article 34 (**Housing**) in this **Handbook**.

## 66. Security

The main entrance to each residence hall (including Houses 5 and 9), as well as Centre Plaza, Forbes-Craig, Bouquet Gardens J and Ruskin Hall apartments, is staffed with a welcome attendant 24 hours daily, throughout the academic year. The main entrance to the fraternity houses, Bouquet Gardens, Forbes-Craig, and Oakwood apartments is equipped with an electronic locking system that can be unlocked only by the residents assigned to these buildings. For more information, please refer to Section I, Article 1 (**Access**) and Article 39 (**Keys**) in this **Handbook**.

### **All University Housing Accommodations:**

Following these few simple rules will help you to keep your residence secure and your belongings safe:

- Carry your Panther Card and hard key (if applicable) with you at all times.
- Always lock your door when you leave your University housing accommodation unattended.
- Don't prop open security doors.
- Don't allow anyone to leave any building exterior or

accommodation door open into the hallway for any reason.

- Report suspicious persons to the University police at **412-624-2121 (x4-2121)** on a campus phone).
- If you choose to keep valuables in your University housing accommodation, avoid leaving them out in the open. The University is not liable for damage to or loss of personal property.

Register the serial number of computers, stereos, televisions, and similar equipment with the University police so that in the event of loss, you can be identified as the owner. For more information about this free service, call **412-624-4040 (x4-4040)**.

In order to maintain a safe campus and safety-conscious student community, the University police and its community relations unit offer specific services at no charge to you. They are briefly described below. To take advantage of any of them or to find out more, call **412-624-4040 (x4-4040)**.

- **Security Workshops**  
Schedule a session

on any security-related topic for any University group.

- **Engraving**  
Borrow an electric engraving tool at no charge to permanently identify your belongings.
- **Residence Officer Program**  
Officers who are assigned to the residence hall areas meet with resident assistants (RAs) and students in informal programming. The programming is designed to provide crime prevention initiatives and give assistance and instruction to students on topics related to law, personal rights and responsibilities, and safety. The program also provides the opportunity to become acquainted with the police officer within the residence hall area.
- **Campus Watch Program**  
Pitt's police officers have developed a campus watch program for various departments and

buildings within the University. Campus watch members comprise staff, faculty, and students who meet regularly and share safety information as it relates to their facility and the University. If you are interested in participating in a campus watch program, please call **412-624-4040** for further information.

- **Crime Alerts and Notifications** are posted in each residence hall. These notices will be placed at desk attendant entry points for each building.

Please refer also to your copy of the **Student Code of Conduct and Judicial Procedures**.

## 67. Signs and Banners

### **Residence Halls**

Residents are not permitted to display or hang items from residence hall windows. Only approved banners and signs are permitted to hang in the Schenley Quadrangle. Students wishing to hang a sign or banner must pick up an application from the Office of Residence Life in the William Pitt Union, room 935. Signs and banners may only be hung by designated Housing Services employees. Residents are also not permitted to place any sign, fixture, advertisement,

or notice in any part of the residence hall. Students wishing to advertise within the residence hall must seek approval through Residence Life in the Office of Residence Life, in 935 William Pitt Union.

### **Apartment-style Accommodations**

Residents are not permitted to display names or other identification anywhere outside the apartments, except in the place provided by the University. Residents are also not permitted to place any sign, fixture, advertisement, or notice on any part of the building, or in any door, window, glass door, light, or skylight, that reflects or admits light into the building.

### **68. Smoking**

Smoking is prohibited in all University-owned and leased facilities, including residence halls, apartment-style accommodations, and the fraternity complex. Violations of smoking restrictions are subject to disciplinary proceedings.

### **69. Solicitation**

Students are not permitted to engage in solicitation of any type in or on University property unless approved in advance by the appropriate University official.

## **70. Student Code of Conduct and Judicial Procedures**

The **Student Code of Conduct and Judicial Procedures** is an outline of the nonacademic rights and responsibilities of students matriculating at the University of Pittsburgh. The **Code** is the product of the combined efforts of the administration, faculty, and students and is approved by the Board of Trustees. The **Code** defines offenses against students and reflects the University's commitment to equity and procedural fairness. A student or University official may file a complaint of violation of the **Student Code of Conduct and Judicial Procedures** with the Office of Student Conduct. The standard of evidence used in hearings is clear and convincing, but an effort is usually made to resolve grievances through informal settlements when possible.

All residents are given a copy of the **Student Code of Conduct and Judicial Procedures** upon moving into University housing and are expected to familiarize themselves with the provisions contained within and their individual responsibility under the **Code**.

For more information or to view the **Student Code of Conduct and Judicial Procedures** online, visit [www.studentaffairs.pitt.edu/conduct/code.html](http://www.studentaffairs.pitt.edu/conduct/code.html).

**71. Students with Disabilities** Please refer to Section II, Article 27.d. (**Student Affairs: Disability Resources and Services**) in this **Handbook**.

**72. Substance/Drug Abuse** Student use, possession, distribution, or sale of narcotics, dangerous drugs, hallucinogens, or controlled substances in University buildings is prohibited, except as permitted by law. Also, student possession of drug paraphernalia that can be demonstrated to be linked to drug activity is prohibited.

Please refer also to your copy of the **Student Code of Conduct and Judicial Procedures**.

### **73. Telephone Service University Telephone Service (CSSD)**

Most residence halls feature wall telephones located in the hallways. These phones offer free on-campus calling and free off-campus calling to 412, 724, and 878 area codes (Pittsburgh campus). There is no charge for

incoming calls made to the wall phones (except collect or third-party billed to the University).

For the University operator, dial **0**. For the University police department, dial **4-2121** (from your cell phone, you may dial **412-624-2121**).

### **74. Thrown Objects**

Throwing anything from the windows and/or balconies of any University building is prohibited and will result in disciplinary action. Residents are responsible for the actions of their guests.

### **75. Trash**

All University housing residents should:

- Place all trash in a container lined with a plastic bag within the accommodation.
- Apartment-style residents should have lids on their trash cans.
- Place recyclable materials in the appropriate recycling containers at each accommodation.
- Remove and dispose of trash on a timely basis in the designated receptacles provided by the University.

Do not place trash in corridors, balconies, fire escapes,

stairwells, or in any other areas of the building serving the accommodation, including the toilet(s), drains, sinks, or other plumbing systems.

Please refer also to Section I, Article 33 (**Housekeeping**) in this **Handbook**.

## 76. University Policies

Students are responsible for knowing and observing University policies as set forth in official University publications, including, but not limited to, the **Student Code of Conduct and Judicial Procedures** and the anti-harassment policy. The University reserves the right to make policies as in its judgment may be necessary for the safety, care, and cleanliness of University housing and for the preservation of order. Violations that compromise the safety and security of residents may result in termination of the **Contract** and other appropriate disciplinary sanctions.

## 77. Vandalism

Students are not permitted to intentionally or negligently abuse, damage, or destroy property owned or in the possession of another person at the University.

## 78. Visitation Policy

### **Residence Halls**

The following procedures and regulations governing guest

visitation have been developed for students in residence halls in order to meet their needs of personal security, and to assure students the right to privacy in their living units. A visitor or guest is defined as a person who is present at a campus residence at the invitation of a contractual student.

*Residents will be accountable for rule infractions for all visitors/guests, including those scanned in by the resident and those accompanied by the resident, as well as all visitors/guests within a resident's accommodation.*

*If visitation becomes problematic between roommates within a given room, the individual experiencing the problem should first address the issue with their roommate and if unable to resolve it, should then contact the Resident Assistant. If you have any unresolved issues related to visitation or wish to seek an exception to any of the provisions of this policy, please contact the Resident Director of your building.*

### **1. All visits are subject to the following conditions:**

**a.** The roommate's approval is required, which is granted through the Roommate Contract. All resident students will have the opportunity to

establish and regulate visitation through their roommate contract.

**b.** All residents must obtain permission from their roommate(s) each time they would like to entertain a guest.

**c.** All residents and visitors/guests must present proper photo identification to gain building entry. Proper identification includes state issued identification cards and Pitt IDs.

**d.** All guests must be scanned in and out with the desk attendant.

**e.** All visitors/guests must be escorted at all times by the resident who scanned them in while in the building.

**f.** Residents are limited to three (3) visitors/guests at any one time. A visitor/guest is any person not assigned to the accommodation. Exceptions may be approved by the Resident Director. A Resident Director has the right to deny approval of a guest pass.

**g.** A resident may not entertain children under ten (10) years of age unless accompanied by a parent, without acquiring permission from Residence Life. If visitation is granted, the period of visitation may not exceed two (2) hours. At no time are children under the age of five (5) permitted to stay in the residence halls overnight.

**h.** A resident may not entertain a person under the age of sixteen (16), unless accompanied by a parent. If the parent is not present, permission must be acquired through the issuance of a guest pass. Guest passes must be acquired by visiting Panther Central in the Towers Lobby. Both the resident and the guest must be present for a guest pass to be issued.

**2. An extended guest is defined as any guest visiting between the hours of 2:00 AM and 8:00 AM. Residents may have extended guests subject to the following additional conditions:**

- a.** The roommate's signature of approval is required on the roommate agreement.
- b.** All residents must obtain permission from their roommate(s) each time they would like to entertain a guest.
- c.** A resident may not have more than three (3) extended guests at one time.
- d.** A resident is limited to having ten (10) extended guests during any calendar month.

The University reserves the right, under appropriate circumstances, to restrict access to the Residence Halls.

## 1. Athletics

The University of Pittsburgh is home to the following Pittsburgh Panthers men's and women's Division I athletic teams:

### Men's:

- Baseball
- Basketball
- Cross Country
- Football
- Soccer
- Swimming and Diving
- Track
- Wrestling

### Women's:

- Basketball
- Cross Country
- Gymnastics
- Soccer
- Swimming and Diving
- Softball
- Tennis
- Track
- Volleyball

To purchase tickets, go to: Athletics Ticket Office  
1011 Petersen Events Center  
412-648-7488 (x8-7488)  
Monday–Friday  
8:30 a.m.–5 p.m.  
or visit [www.pittsburghpanthers.com](http://www.pittsburghpanthers.com).

## 2. Bicycles and Vehicles

Please refer to Section II, Article 15 (**Parking Services**) in this **Handbook**.

## 3. Buses

Please refer to Section II, Article 15 (**Parking Services**) in this **Handbook**.

## 4. Computing Resources

Student computing resources at the University are provided and supported by Computing Services and Systems Development (CSSD).

### **Residential Networking Program (ResNet)**

The Residential Networking (ResNet) program is managed by Computing Services and Systems Development (CSSD). Residence hall rooms include a direct Internet connection via PittNet, the University's network. Rooms feature both wired and wireless connectivity. Students are encouraged to use their wired connection for network-intensive applications, such as gaming and video streaming. For configuration assistance and support, call the Technology Help Desk at 412-624-HELP (4357) to schedule an appointment with a residential consultant. Walk-in computer support is also available in the Litchfield Towers Lobby and the University Book Center.

### **Technology Help Desk**

The Technology Help Desk is open 24 hours a day, every day to answer your technology-related questions. Call 412-624-HELP (4357), submit a request or chat online at [technology.pitt.edu](http://technology.pitt.edu), or send an e-mail message to [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu).

### **Campus Computing Labs**

CSSD provides six student computing labs equipped

with the latest hardware and software, scanners, and laser printing services. Several labs feature open computing space in which students can work on their own laptops or tablets. The labs also feature mobile device charging stations so students can charge on the go. Students can send print jobs from any location to print stations located in all of the labs and in other convenient places across campus. A valid University computing account is required to use the computing lab equipment. The computing labs are located at:

- B-06 Benedum Hall
- G-27/G-62 Cathedral of Learning
- 230 David Lawrence Hall
- 112 Hillman Library
- C114 Sutherland Hall
- B-40 Alumni Hall

Use Lab Line to check lab availability in real time. Just visit [m.pitt.edu](http://m.pitt.edu) on your smart phone or text a lab's keyword to **41411**. Text **LABS** to **41411** for a list of all lab keywords. Standard text messaging charges apply. Visit [technology.pitt.edu](http://technology.pitt.edu) for lab hours, a campus map of lab locations, and available equipment.

### **Pitt Box**

Box is a cloud storage solution that allows you to store up to 50 GB of files and access them from anywhere. Log in at [pitt.box.com](http://pitt.box.com). With Box, you can invite others to collaborate with you or share files and folders through a

simple Web link. You can use Box on your smart phone or tablet. You can also sync files from Box to your desktop and vice versa. You never need to carry a flash drive again.

### **Pitt Mobile**

Get information about Pitt tailored to your mobile device. Visit [m.pitt.edu](http://m.pitt.edu) for news, maps, computing lab availability, and more.

### **Wireless PittNet**

Wireless PittNet, the University's campuswide wireless network service, is available in residence halls and academic buildings including most classrooms. Visit [technology.pitt.edu](http://technology.pitt.edu) for details.

### **My Pitt (my.pitt.edu)**

My Pitt is your personal guide to the Pitt experience! The University's Web portal, [my.pitt.edu](http://my.pitt.edu), provides a single point of access to the information that you use most at the University. You can read Webmail, download free software, adjust spam filtering settings, view your grades, search class schedules and course descriptions, pay your tuition bill, add Panther Funds to your Panther Card, report your Panther Card lost or stolen, check your Dining Dollars balance, apply for University housing, access the University's library resources, and more. Be sure to install **Microsoft Lync** through the

Software Download Service at My Pitt. Lync is an online collaboration tool that you can use to conduct video chats with your classmates or share your screen so you can work together on a class project.

### **Emergency Notification Service**

The University's emergency notification service is used to communicate with subscribers through voice, text, and e-mail messages as deemed appropriate in the event of an emergency. You must subscribe to receive the alerts. To subscribe, log in to My Pitt ([my.pitt.edu](http://my.pitt.edu)), click **My Resources**, select **Emergency Notification**, and follow the instructions.

### **Software for Students**

As a University student, you are eligible to receive essential software from CSSD for little or no cost, including Microsoft Office 2013 for Windows, Windows 7 and Windows 8, Visual Studio, and Office 2011 for Macintosh. These titles can be downloaded through the Software Distribution Service at My Pitt ([my.pitt.edu](http://my.pitt.edu)). All required course software, such as End Note, Mathematica, MATLAB, Minitab, SPSS, and many others, such as Apple OS X Mountain Lion, Symantec EndPoint Protection (ant-virus) and LoJack

Laptop Security software, can be downloaded at no cost through the Software Download Service at My Pitt. In addition, most of these software programs are also available on disc for a nominal fee (typically around \$5) in 204 Bellefield Hall. Please remember to bring your Panther ID Card with you. You can also download great apps for your Apple mobile device at discounted prices. Visit [technology.pitt.edu/mysoftware](http://technology.pitt.edu/mysoftware) for a complete list of available software titles.

### **Safe Computing Tools**

To help you protect your computer, CSSD provides a variety of security tools and services. The **Spam and Virus E-mail Filtering Service** blocks junk e-mail and viruses from reaching your University e-mail address.

CSSD recommends that students install the latest version of **Symantec Endpoint Protection** software on their computers and use the LiveUpdate feature to get the latest updates. **Computrace LoJack** allows your laptop to be traced in the event that it is lost or stolen. You can download both programs at no cost from the Software Download Service at My Pitt. Log in to [my.pitt.edu](http://my.pitt.edu), click **Software Download Service** in the right-hand column, then click the **Software Download Service Login** link.

### **Computing Guidelines**

All students are asked to review the University's computing guidelines at [technology.pitt.edu](http://technology.pitt.edu). Misuse of University computing resources, including the sharing of copyrighted music, movies, and software, is punishable through the **Student Code of Conduct and Judicial Procedures**.

### **Additional Information**

- For more details and helpful tips, please visit [technology.pitt.edu](http://technology.pitt.edu).
- Like us on facebook.com/pittcssd and follow us on Twitter @pittcssd to get the latest computing news.
- The Technology Help Desk is open 24 x 7, every day. Call 412-624-HELP [4357], e-mail [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu), or chat online at [technology.pitt.edu](http://technology.pitt.edu).

### **5. Counseling**

Please refer to Section II, Article 27.b. (**Student Affairs: Counseling Center**) in this Handbook.

### **6. Emergency Phones**

More than 500 emergency phones are disseminated throughout the campus. Many of these phones are outdoors and are identified by a blue light. As soon as the red button is pressed, these phones automatically register your location and connect directly to the University police. Please refer also to Section II, Article

33 (**University Police**) in this Handbook.

### **7. Extreme Weather/ Emergency Conditions**

The University shall be officially closed only by authorization of the chancellor. An emergency operations center, made up of representatives of the Offices of Senior Vice Chancellor and Provost, Executive Vice Chancellor, and the Vice Provost and Dean of Students, has been established and charged with the responsibility of monitoring such situations and advising the chancellor.

### **Student and Class Announcements**

If conditions dictate, class cancellations will be based upon logical divisions between morning, afternoon, and evening classes. Used for these purposes only, morning classes begin before noon, afternoon classes begin after noon, and evening classes begin after 5 p.m.

Instructors who are unable to meet a scheduled class should contact their school or department to inform them that the class is canceled because of the instructor's inability to arrive on campus. Students who have questions regarding a specific class should contact the school or department that offers the course in order to determine whether a class is being held as regularly scheduled.

The media will only be contacted in the event of class cancellations. If there is no announcement, the University is in full operation. Unless otherwise specified, other University services and events will continue as scheduled even when classes are canceled.

### 8. Fraternities and Sororities

Please refer to Section II, Article 27.c. (**Student Affairs: Cross-Cultural and Leadership Development**) in this **Handbook**.

### 9. Getting Home

Please refer to Section II, Article 15 (**Parking Services**) in this **Handbook**.

### 10. Government

Please refer to Section II, Article 27.i. 8) (**Student Life: Student Government Board**) in this **Handbook**.

### 11. Heinz Memorial Chapel

A landmark of Pittsburgh architecture located on the east lawn of the Cathedral of Learning, this French Gothic structure serves the University community as an interdenominational chapel. A Lutheran Compline is held each Sunday at 8:30 p.m., September–April.

For more information, call 412-624-4157 (x4-4157) or visit [www.heinzchapel.pitt.edu](http://www.heinzchapel.pitt.edu).

## 12. Intramurals and Recreation

The Intramurals and Recreation program, run by the Division of Student Affairs, offers structured activities and maintains open recreation facilities for the University population. Of interest to students are the following:

### ***Intramurals***

The intramurals office is located in the Baierl Student Recreation Center of the Petersen Events Center and can be reached at **412-648-8210 (x8-8210)**.

Intramurals are a great way to learn social development through competition and cooperation, exercise your mental and physical health, develop sports and recreation skills, stay physically fit, and have fun while doing it! For more details about how to register for intramurals, a virtual tour of the facilities, hours of operation, and other information, visit [www.intramurals.pitt.edu](http://www.intramurals.pitt.edu).

### ***Fitness Centers***

Intramurals and Recreation maintains 14 fitness centers throughout campus for students' use. Students must present a valid Panther Card to gain access at all 14 fitness centers.

Seven of these fitness centers are located in residence halls and offer aerobic and strength training equipment.

All are open 24 hours a day, seven days a week.

### **Towers Fitness Center:**

- Located in Litchfield Tower A
- Available only for residents of Towers A, B, and C

### **Nordenberg Hall Fitness Center**

- Located on third floor
- Available for residents of Nordenberg Hall

### **Schenley Quadrangle Fitness Center:**

- Located in Brackenridge Hall
- Available only for residents of Amos, Holland, McCormick, Bruce, and Brackenridge Halls

### **Lothrop Fitness Center:**

- Located in Lothrop Hall
- Available for Lothrop Hall Residents only

### **Panther Hall Fitness Center:**

- Located in Panther Hall
- Available only for residents of Panther Hall

### **Pennsylvania Hall Fitness Center:**

- Located in Pennsylvania Hall
- Available only for residents of Pennsylvania Hall

### **Ruskin Hall Fitness Center:**

- Located in Ruskin Hall
- Available for Ruskin Hall residents only

### **Sutherland East Fitness Center:**

- Located in Sutherland Hall (East)
- Available for Sutherland East residents only

### **Sutherland West Fitness Center:**

- Located in Sutherland Hall (West)
- Available for Sutherland West residents only

The other three fitness centers are listed below. Please check [www.intramurals.pitt.edu](http://www.intramurals.pitt.edu) for hours of operation.

### **Bellefield Fitness Center:**

- Located in Bellefield Hall
- Available for all Pitt students, faculty, and staff
- Aerobic, strength training, and free weight equipment, which are placed in two weight rooms.

### **Trees Hall Fitness Center:**

- Located in Trees Hall
- Available for all Pitt students
- Aerobic, strength training, and free weight equipment



**Baierl Student Recreation Center:**

- Located in Petersen Events Center
- Available for all Pitt students
- Aerobic, strength training, and free weight equipment

**Bouquet Gardens Fitness Center:**

- Located in Bouquet Gardens Building J
- Fitness center available for residents of Bouquet Gardens

**Gymnasia**

Intramurals and Recreation maintains two gymnasia for students. All students must present a valid Panther Card to gain access. Please check [www.intramurals.pitt.edu](http://www.intramurals.pitt.edu) for hours of operation.

**Bellefield Gymnasium:**

- Located in Bellefield Hall
- Available for all Pitt students, faculty, and staff
- Basketball court

**Trees Hall Gymnasium:**

- Located in Trees Hall
- Available for all Pitt students
- Basketball courts

**William Pitt Union**

**Fitness Center:**

- Located on Third Floor of William Pitt Union

- Available for all Pitt Students
- Cardio equipment, aerobic studio, studio cycling room

**Swimming Pools**

Intramurals and Recreation maintains three pools for students. All students must present a valid Panther Card to gain access. Please check [www.intramurals.pitt.edu](http://www.intramurals.pitt.edu) for hours of operation.

**Bellefield Hall Pool:**

- Located in Bellefield Hall
- Available for all Pitt students, faculty, and staff
- Modern, well-designed middle-sized pool, goes to 4 feet deep

**Trees Hall Large Pool:**

- Located in Trees Hall
- Available for all Pitt students
- The most popular pool in the Big East

**Trees Hall Small Pool:**

- Located in Trees Hall
- Available for all Pitt students
- A small pool that can be used by students when the Olympic-size pool is scheduled for classes or meets

**Other Facilities**

A multipurpose room, handball and racquetball courts, located in Trees Hall, are also

available for all Pitt students with a valid Panther Card. Call the intramurals office at 412-648-8210 (x8-8210) for more information. The Baierl Student Recreation Center has six racquetball courts, none of which are convertible to squash. For reservations, call 412-383-7590 (x3-7590).

In addition, Intramurals and Recreation offers soccer fields at The Cost Sports Center. For scheduling, call 412 648-3151 (x8-3151). Squash courts at Fitzgerald Field House may be scheduled through the Department of Intramurals and Recreation at 412-648-8210.

**13. Library**

Please refer to Section II, Article 32 (**University Libraries**) in this **Handbook**.

**14. Maps**

Please refer to Appendix B (**Map and Building Abbreviations**) in this **Handbook**.

**15. Parking, Transportation, and Services, Department of**

204 Brackenridge Hall  
412-624-4034 (x4-4034)  
Mon.–Fri. 8:30 a.m.–5 p.m.

**Transportation**

117 Forbes Pavilion  
412-624-8801 (x4-8801)  
Mon.–Fri. 8 a.m.–5 p.m.

The University's Department of Parking, Transportation, and Services provides and/or coordinates many

valuable services for students. Included in those are:

**Campus Shuttles**

Pitt buses and shuttles travel on 12 different routes around campus and to parts of both North Oakland and South Oakland. As a Pitt student, you are able to ride without paying a fare; just show your valid Pitt ID. For more information, call 412-624-8801 (x4-8801). You may also visit [www.pc.pitt.edu/transportation](http://www.pc.pitt.edu/transportation).

Maps and schedules are available online. You can also download the mobile app, available for all iPhones and Android phones. Search "Ride Systems" and then select "University of Pittsburgh."

**Pitt/Port Authority Agreement**

All students may ride Port Authority buses, light rail, trolleys, and inclines in Allegheny County fare-free by presenting a valid Pitt ID. For schedule information, call 412-442-2000, or visit [www.portauthority.org](http://www.portauthority.org).

**SafeRider**

SafeRider provides safe transportation during the evening and early morning hours when special, non-emergency needs arise for students and campus shuttles are not available. SafeRider operates as follows:

Sun.–Wed., 7 p.m.–3 a.m.  
Thurs.–Sat., 7 p.m.–5 a.m.  
Summer Hours  
9 p.m.–3 a.m.

SafeRider also provides trips to and from the Greyhound and Amtrak stations in Pittsburgh around holidays and semester breaks. Please check the Web site: [www.pc.pitt.edu/transportation/saferider.html](http://www.pc.pitt.edu/transportation/saferider.html) or call 412-648-CALL for more information.

### **Transportation Services for Passengers with Disabilities**

Transportation services for passengers with disabilities may be arranged by contacting Disability Resources and Services at 412-648-7890 (x8-7890). It is important that you contact this office as early as possible so that it can accommodate your scheduling needs.

A van with a wheelchair/cart lift and standard passenger seating is available between the hours of 8 a.m. and 7 p.m., Monday through Friday, when classes are in session.

Students with temporary disabilities will be provided services on an “as available” basis. For additional information, please contact Disability Resources and Services at the number listed above.

### **Bicycles**

Bicycling is a great way to get around campus. Free

bicycle racks and bicycle repair kiosks are located throughout campus, and bike lockers are also available for a nominal fee. Visit [www.pts.pitt.edu/commuting](http://www.pts.pitt.edu/commuting), e-mail [parking@bc.pitt.edu](mailto:parking@bc.pitt.edu), or contact the Parking Services Office at 412-624-4034.

### **Vehicle Parking Permits**

Parking permits for resident students are limited; contact Parking Services at 204 Brackenridge Hall, 412-624-4034 (x4-4034). You can also e-mail [parking@bc.pitt.edu](mailto:parking@bc.pitt.edu). For more information, please visit [www.pts.pitt.edu/parking](http://www.pts.pitt.edu/parking).

### **Motorist Assistance Program (MAP)**

If your vehicle needs a jump start or if you’ve locked your keys inside, MAP is here for you. MAP is a service provided by the Parking Enforcement Division. Call MAP for assistance at 412-624-4034 (x4-4034), during Parking Services business hours. For motorist assistance at other times, call University police at 412-624-2121 (x4-2121).

### **Getting Home for the Holidays**

Need transportation home for Thanksgiving, winter, or spring recesses? Contact the Office of Travel Management at 412-624-4433 (x4-4433), visit [www.pc.pitt.edu/transportation/buseshome.html](http://www.pc.pitt.edu/transportation/buseshome.html), or e-mail [travel@pitt.edu](mailto:travel@pitt.edu) to obtain information

on the Buses Home for the Holidays program.

Buses leave from the William Pitt Union and serve the following cities:

Allentown, PA  
Breezewood, PA  
Buffalo, NY  
Erie, PA  
Frederick, MD  
Harrisburg, PA  
King of Prussia, PA  
New York, NY  
Philadelphia, PA  
Rochester, NY  
Scranton, PA  
Washington, DC

For more information, visit [www.pts.pitt.edu](http://www.pts.pitt.edu).

### **16. Photocopies**

Copy Cat is the University of Pittsburgh’s on-site copy center, which offers a variety of copying, printing, and finishing services with a large selection of paper stocks. For more information, please visit [www.copycat.pitt.edu](http://www.copycat.pitt.edu), or email Copy Cat at [CopyCat@bc.pitt.edu](mailto:CopyCat@bc.pitt.edu).

### **Two convenient locations:**

#### **The University Store on Fifth Copy Cat**

4000 Fifth Avenue  
Pittsburgh, PA 15213  
M-F, 8:30 a.m.–5:00 p.m.  
412-624-0552  
[copycat@bc.pitt.edu](mailto:copycat@bc.pitt.edu)

### **Scaife Hall Copy Cat**

3550 Terrace Street  
Pittsburgh, PA 15260  
M-F, 8:30 a.m.–7:00 p.m.  
412-648-1864  
[copycat2@bc.pitt.edu](mailto:copycat2@bc.pitt.edu)

### **17. PITT ARTS**

907 William Pitt Union  
412-624-4498 (x4-4498)  
[pittarts@pitt.edu](mailto:pittarts@pitt.edu)

The University believes that our students should have the opportunity to take advantage of all that Pittsburgh has to offer. The concept that “the city is our campus” informs how PITT ARTS connects students with Pittsburgh’s vibrant art scene, both on and off campus. PITT ARTS offers reduced and in some instances free tickets to diverse artistic events including symphonies, ballet, theater, etc. For a complete listing of events, visit [www.pittarts.pitt.edu](http://www.pittarts.pitt.edu).

### **18. Pitt News**

Please refer to Section II, Article 28.j. 5) (**Student Life: Pitt News**) in this **Handbook**.

### **19. Pitt Program Council**

Please refer to Section II, Article 27.i. 6) (**Student Life: Pitt Program Council**) in this **Handbook**.

### **20. Pitt Promise**

The University of Pittsburgh is committed to the

advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles.

As a Pitt student:

- I will embrace the concept of a civil community that abhors violence, theft, and exploitation of others.
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community.
- I will support a culture of diversity by respecting the rights of those who differ from myself.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge, and contribute to the scholarly heritage left by those who preceded

me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

**21. Pitt Radio WPTS-FM**  
Please refer to Section II, Article 27.i. 15) (**Student Life: WPTS-FM Radio**) in this **Handbook**.

**22. PittTV**  
Please refer to Section II, Article 27.i. 7) (**Student Life: PittTV**) in this **Handbook**.

**23. Police**  
Please refer to Section II, Article 33 (**University Police**) in this **Handbook**.

**24. Recreation**  
Please refer to Section II, Article 12 (**Intramurals and Recreation**) in this **Handbook**.

**25. Religious Affiliations**  
Please refer to Section II, Article 27.i. 13) (**Student Life: University Association of Chaplaincies**) in this **Handbook**.

**26. Sexual Assault**  
You have been a victim of sexual assault if a sexual

act has been committed toward you:

- Forcibly and/or against your will.
- Not forcibly or against your will, but you were incapable of giving consent.
- Not forcibly, but the act is unlawful.

Sexual assault assistance is provided at Sexual Assault Services, located in the University Counseling Center. For more information, please refer to Section II, Article 27.b. (**Student Affairs: Counseling Center**) in this **Handbook**.

If you have been sexually assaulted, call the University Counseling Center (412-648-7938 Monday-Friday, 9:00a.m.-5:00p.m.; 412-648-7856 after 5:00pm and on weekends) and **state that you have been sexually assaulted**. You will be connected with the sexual assault specialist who will provide crisis support (via telephone or in-person) and assistance in obtaining medical care, legal assistance, and University supported.

**Seek medical attention** as soon as possible. All survivors of sexual assault are encouraged to seek medical attention for their own physical health, as well as to preserve evidence:

- Female survivors should seek urgent medical care in the emergency department at Magee-Women's Hospital (412-641-4933).
- Male survivors should seek urgent medical care in the emergency department at Presbyterian Hospital (412-647-3333).

**To preserve evidence**, do not shower, douche, or change clothes or bedding before seeking medical attention. If oral contact occurred during the assault, do not brush your teeth, smoke or eat. Even if you do not want to pursue legal action, preserving evidence keeps your options open in case you later change your mind.

**Seek legal assistance** by reporting the crime to the University of Pittsburgh Police (412-624-2121).

If the assailant is a University of Pittsburgh student, you may file a report with the Conduct Officer in the Office of Judicial Affairs (412-648-7918; 738 William Pitt Union).

Any member of the University community may initiate a proceeding against a student by filing a complaint through Office of Judicial Affairs.

Consider seeking specialized counseling for coping with the trauma associated with sexual assault.

**On campus**, contact the University Counseling Center at 412-648-7930 to initiate counseling with the sexual assault services specialist. The sexual assault services specialist can also assist with referrals to specialized counseling services off-campus.

**Off-campus**, referrals for specialized counseling services for survivors of sexual assault are available through **Pittsburgh Action Against Rape** (PAAR; 412-431-5665 or 1-866-363-7273) and the **Center for Victims of Violence and Crime** (412-392-8582).

For information on University equal opportunity and affirmative action programs (including **Title IX** information), please contact: University of Pittsburgh, Office of Affirmative Action, Diversity and Inclusion, Carol W. Mohamed, Director (and Title IX, 504, and ADA Coordinator, 412 Bellefield Hall, Pittsburgh, PA 15260 (412-648-7860).

## **27. Student Affairs, Division of**

The Division of Student Affairs supports the academic mission of the University by enhancing student learning and development through a myriad of experiential learning opportunities. Working in partnership with other

members of the University community, Student Affairs provides a rich array of programs and services that add considerable value to the outstanding learning experience emanating from the classroom. Thus, Student Affairs facilitates student involvement in a vibrant campus learning community that prepares students to function effectively in a scientific, technological, and diverse world.

The departments within the Division of Student Affairs are:

### **a. Career Development and Placement Assistance**

200 William Pitt Union  
[www.careers.pitt.edu](http://www.careers.pitt.edu)

Mon.–Fri.

With appointment

8:30 a.m.–5 p.m.

Walk-ins

10 a.m.–5 p.m.

412-383-4473

Career Development is dedicated to helping students prepare for a successful future. Its staff can help you explore careers and choose one that is best for you, decide about a major, and find opportunities to acquire career-related experience. For more information and a complete listing of services provided, visit [www.careers.pitt.edu](http://www.careers.pitt.edu).

We are deeply committed to helping students land the right internship, part-time job, and ultimately career employment

in all professions.

While Career Development focuses on helping students develop the tools they need to conduct an effective internship or job search—career planning, resume development, interviewing skills, etc.—Student Employment and Placement Assistance (SEPA) works diligently to connect businesses and organizations with Pitt students actively seeking jobs or internships.

SEPA works closely with businesses and employers representing a wide variety of professions. We prepare you to land an internship and for a full-time job search. We also help you secure internships and jobs by matching you with businesses and organizations seeking quality employees.

For more information, visit [www.hire.pitt.edu](http://www.hire.pitt.edu).

### **b. Counseling Center**

111 University Place  
Nordenberg Hall  
412-648-7930 (x8-7930)  
[www.counseling.pitt.edu](http://www.counseling.pitt.edu)

Fall and spring terms:

Mon.–Fri.

8:30 a.m.–5 p.m.

Mon. and Wed.

5–9 p.m.

Each year, the University Counseling Center provides personal and academic

counseling to nearly 2,000 students at the University. The center is staffed with psychologists, counselors, social workers, a psychiatrist, and predoctoral interns. The services rendered to students are free, voluntary, and confidential.

For more information and a complete listing of services provided, visit [www.counseling.pitt.edu](http://www.counseling.pitt.edu).

Also located within the counseling center is the Office of Sexual Assault Services. It provides individual and group counseling designed to alleviate the trauma associated with sexual assault. Pitt students who have experienced some form of sexual assault are eligible for services. Emergency medical, legal, and police support are provided. Students are assisted with obtaining medical, legal, and judicial resources available to them within the University and local communities.

The peer education program is an integral component of Sexual Assault Services. Peers2Peers is a volunteer student outreach program whose mission is to create an awareness of the dynamics of sexual assault on the Pitt campus; promote healthier, more effective communication; and prevent sexual victimization through educational programming.

### c. Cross-Cultural and Leadership Development

617 William Pitt Union  
412-648-9523 (x8-9523)  
[www.studentaffairs.pitt.edu/cclld](http://www.studentaffairs.pitt.edu/cclld)  
Mon.–Thurs. 8:30 a.m.–11 p.m.  
Fri. 8:30 a.m.–5 p.m.  
Sat. 1–9 p.m.  
Sun. 3–9 p.m.

Cross-Cultural and Leadership Development (CCLD) is a multipurpose, state-of-the-art facility designed especially for students and student organizations. We provide opportunities for students to:

- interact and engage in meaningful dialogue and experiential learning activities.
- deepen their sense of self, their understanding and appreciation of cultural differences, and the important role these differences play in the human experience.
- cultivate a sense of social responsibility to others.

CCLD not only provides students and organizations with first-class working areas equipped with the latest technology, it is a special place on campus that:

- fosters cultural collaboration and communication.
- creates centralized

multicultural programming and workshops.

- offers advisory services to all major cultural and some social groups.
- offers civic, personal, and organizational leadership training.
- provides an informal gathering place for students.

CCLD is a place where students, particularly underrepresented groups of students, can seek support and guidance as they pursue their in- and out-of-the-classroom experiences and educations on the pathway to graduation from Pitt.

In addition to other organizations, fraternities and sororities are part of CCLD.

Joining a fraternity or sorority is, for many new college students, a wonderful way to meet a lot of new people and adapt to the University's campus environment. In addition, you can enrich your college experience by forming friendships that may last a lifetime. For more information, visit [www.studentaffairs.pitt.edu/cclldfratsor](http://www.studentaffairs.pitt.edu/cclldfratsor).

For more information, visit [www.studentaffairs.pitt.edu/cclld](http://www.studentaffairs.pitt.edu/cclld).

### d. Disability Resources and Services

140 William Pitt Union  
412-648-7890 (x8-7890)  
Voice  
412-383-7355 TTY  
[www.drs.pitt.edu](http://www.drs.pitt.edu)  
Mon.–Fri.  
8:30 a.m.–5 p.m.

We are committed to providing equal opportunities in higher education to academically qualified students with disabilities. Students with disabilities will be integrated as completely as possible into the University experience. Disability Resources and Services shares with you, the student, the responsibility for creating equal access toward achievement of your academic goals. For more information and a complete listing of services provided, visit [www.drs.pitt.edu](http://www.drs.pitt.edu).

### e. International Services, Office of

708 William Pitt Union  
412-624-7120 (x4-7120)  
[www.ois.pitt.edu](http://www.ois.pitt.edu)  
Monday–Friday  
8:30 a.m.–5 p.m.

The Office of International Services supports and complements the academic mission of the University by providing the services necessary to facilitate international education and cultural exchange in its broadest sense.

For more information and a complete listing of services provided, visit [www.ois.pitt.edu](http://www.ois.pitt.edu).

### f. Residence Life

935 William Pitt Union  
412-648-1200 (x8-1200)  
[www.reslife.pitt.edu](http://www.reslife.pitt.edu)  
Mon.–Fri.  
8:30 a.m.–5 p.m.

Living on campus is a unique experience that will allow you the opportunity to interact with fellow students, faculty, and staff members. It is Residence Life's intent to provide you with a supportive, comfortable, and diverse environment that is focused on your academic success, self-exploration, career development, and the realization of your personal goals.

### Residence Life Staff

#### Residence Halls

All residence halls are staffed with resident directors (RDs), resident assistants (RAs), and program coordinators (PCs). Sutherland Hall also has an assistant hall director (AHD).

#### Resident Director (RD)

There is one resident director (RD) residing in each residence hall (in some cases, one RD is assigned to a cluster of two or more halls). RDs are responsible for the overall management and supervision of your

building. During the summer months, they plan the year and get ready to supervise the resident assistant (RA) staff. RDs have professional degrees and/or extensive experience working in a college environment.

**Assistant Hall Director (AHD)**

Assistant hall directors (AHDs) are graduate students who work in residence halls providing assistance to the resident directors (RDs). AHDs oversee some of the administrative aspects of the building, supervise resident assistants (RAs), and advise the building's RSA hall council.

**Program Coordinator (PC)**

In each of our residence halls, we have resident assistants (RAs) who have been designated as our programming experts; therefore these individuals are referred to as program coordinators (PCs). These students coordinate the programming efforts within the building, and provide assistance to the other RAs. They have excelled as RAs and now pursue more leadership responsibilities in this challenging position.

**Resident Assistant (RA)**

Resident assistants (RAs) are some of the most important people on staff at the University. They are students,

just like you, who have committed themselves to one of the most impressive leadership positions on campus. They are there for you 24 hours a day, seven days a week, providing resource information, crisis response, academic and social support, fun times, and a safe, comfortable living environment.

For more information, visit [www.studentaffairs.pitt.edu/reslife](http://www.studentaffairs.pitt.edu/reslife).

**g. Student Health Service**

Health and Wellness Center  
Nordenberg Hall  
111 University Place  
412-383-1800 (x3-1800)  
[www.studhlth.pitt.edu](http://www.studhlth.pitt.edu)

Fall and spring hours:

Mon, Tues, Thurs.  
8:30 a.m.–7 p.m.

Weds., Fri.  
8:30 a.m.–5 p.m.

Summer hours:

Mon.–Fri. 8:30 a.m.–5 p.m.

Provides students with quality primary health care, by appointment, with board-certified, licensed medical doctors, nurse practitioners, nurses, medical assistants, and medical specialists. A pharmacy, on-site specialty services, internal medicine, dermatology, orthopedics, gynecology, nutrition counseling, lab work, and health education are also available.

For more information, visit [www.studhlth.pitt.edu](http://www.studhlth.pitt.edu).

**h. Student Conduct**

743 William Pitt Union  
412-648-7910 (x-7910)

[www.studentaffairs.pitt.edu/studentconduct](http://www.studentaffairs.pitt.edu/studentconduct)

Mon.–Fri. 8:30 a.m.–5 p.m.

The Office of Student Conduct provides the framework by which members of the University community may address alleged violations of the **Student Code of Conduct and Judicial Procedures** by Pitt students. Student Conduct is a neutral body, taking neither the position of the complainant or the accused but providing fair process, and education, for both parties.

We also provide opportunities for students to become involved in the system by serving as members of the Judicial Board. Faculty and staff members serve as hearing officers within Student Conduct. The Judicial Board and the hearing officers are responsible for making determinations if an accused student is or is not responsible for violating the charge(s) as alleged. If the student is found to be responsible, the Judicial Board and the hearing officers are also responsible for making recommendations for sanctions to the vice provost for

undergraduate studies and dean of students.

Additionally, we provide disciplinary clearances for students as requested for scholarships, study abroad opportunities, and employment.

For more information, visit [www.studentaffairs.pitt.edu/studentconduct](http://www.studentaffairs.pitt.edu/studentconduct).

**i. Student Life, Office of**

130 William Pitt Union  
412-648-1074 (x8-1074)

[www.studentaffairs.pitt.edu/life-on-campus](http://www.studentaffairs.pitt.edu/life-on-campus)

Mon.–Fri.

9 a.m.–5:30 p.m.

Student Life is the hub of student involvement and engagement at Pitt. Since you spend the majority of your time outside the classroom, Student Life has many opportunities available for you to spend that time finding your niche. Within Student Life, there are literally hundreds of options for student involvement ranging from student media, community service, student employment, and peer mentoring to various types of student organizations including student government, club sports, all-campus programming, and other student activities. For more information, visit [www.studentaffairs.pitt.edu/life-on-campus](http://www.studentaffairs.pitt.edu/life-on-campus).

Following is a summary of departments and organizations within Student Life:

### 1) Commuter Student Programs

Commuter Student Programs delivers exciting programming, events, and services to commuter students that will encourage an active and educational environment. For more information and a complete listing of services, visit [www.commuter.pitt.edu](http://www.commuter.pitt.edu).

### 2) Family Weekend

Family Weekend provides students' families with the opportunity to visit campus and share in the activities. Family Weekend 2013 includes events beginning on Friday, October 18, 2013 and concluding by noon on Sunday, October 20, 2013. For more information, visit [www.familyweekend.pitt.edu](http://www.familyweekend.pitt.edu).

### 3) Parent and Family Resources

Parent and Family Resources Students are not the only Panthers who need to get connected! The University of Pittsburgh is committed to providing our parents with the best possible information and resources so that together we can educate and develop each student to his/her potential. Resources for parents include Orientation

programming, bi-semester electronic newsletters, webinars, parent socials (on campus and in regional areas), Panther Parent Ambassadors, a comprehensive parent website, and a Parent and Family Liaison. For more information, please go to [www.parents.pitt.edu](http://www.parents.pitt.edu), e-mail [parents@pitt.edu](mailto:parents@pitt.edu), or call 412-624-8548.

### 4) First Year Experience

Adjusting to a large student community, living away from home, and feeling connected are factors many students encounter and need assistance with during their first year. First Year Experience strives to provide new students with a variety of experiences, both before and after they arrive on campus, to assist with their transition. First Year Experience offers programs that are designed to help students get connected, engage in activities outside the classroom, and build relationships with their peers, staff and faculty.

For more information, visit [www.fye.pitt.edu](http://www.fye.pitt.edu).

### 5) Panther Prints

423 William Pitt Union  
412-648-7882 (x8-7882)  
*Panther Prints* is a colorful yearbook of academic and social life at Pitt that is given to all graduating students at the end of the spring term.

For more information, visit [www.studentaffairs.pitt.edu/studentmedia#pantherprints](http://www.studentaffairs.pitt.edu/studentmedia#pantherprints).

### 6) Pitt News, The

434 William Pitt Union  
412-648-7980  
(x8-7980)

*The Pitt News*, published since 1906, is the University's student newspaper. Printing 14,000 copies daily and made further available on its Web site, *The Pitt News* provides news, sports, opinions, and art and entertainment to its readers. This newspaper has won a gallery of state and national awards over the years and provides career-oriented experience in all aspects of journalism and newspaper publishing. For more information, visit [www.pittnews.com](http://www.pittnews.com).

### 7) Pitt Program Council

M-30 William Pitt Union  
412-648-7900  
(x8-7900)  
Mon.-Thurs. 8:30 a.m.-7 p.m.  
Fri. 8:30 a.m.-5 p.m.  
Summer:  
Mon.-Fri.  
8:30 a.m.-5 p.m.

Pitt Program Council provides a wide variety of programming that meets the interests of the student body. The student committees of the Pitt Program Council plan a variety of entertainment and educational activities. Programs

include celebrity and political lectures, weekly films, recreational events, the annual Fall Fest and Bigelow Bash street events, annual homecoming activities, and art gallery exhibits. For more information or to see event listings, visit [www.pitt.edu/~ppc](http://www.pitt.edu/~ppc).

### 8) PittTV

417 William Pitt Union  
UPTV21@gmail.com

PittTV, Channel 3, is devoted to promoting student programs and activities through free advertising. PittTV also airs an international film series and other educational and feature films. For more information or an updated film schedule, visit [www.pitt.edu/~pitttv](http://www.pitt.edu/~pitttv).

### 9) Student Government Board

848 William Pitt Union  
412-648-7970  
(x8-7970)

The Student Government Board exists to provide undergraduate, non-College of General Studies students with representation as a student voice to University administration. We represent the needs, interests, and concerns of all Pitt students. Another important aspect of our job is allocation of the student activities fee, which provides money to the 400-plus student organizations at the University.

The board comprises one president and eight board members, all elected by the student body. We also have 8 standing committees that address various aspects of campus life, including diversity, freshman involvement, and governmental relations.

For more information visit [www.pitt.edu/~sgb](http://www.pitt.edu/~sgb).

### 10) Student Organizations

There are more than 400 student organizations on campus. For more information, visit [www.sorc.pitt.edu](http://www.sorc.pitt.edu).

### 11) Student Organization Resource Center (SORC)

833 William Pitt Union  
412-624-7115  
(x4-7115)  
Mon.–Fri.  
8:30 a.m.–5:30 p.m.

The SORC (pronounced “source”) certifies over 400 student organizations to officially operate on campus and provides information, resources, services and training to enhance their operation.

For more information, visit [www.sorc.pitt.edu](http://www.sorc.pitt.edu).

### 12) Student Volunteer Outreach

923 William Pitt Union  
412-624-1065 (x4-1065)

Mon.–Fri.  
8:30 a.m.–4:30 p.m.

The mission of the Student Volunteer Outreach (SVO) is to provide co-curricular service-learning and community service opportunities for students that contribute to their learning and development and engage the community in activities that help fulfill the University’s public service mission.

For more information, visit [www.svo.pitt.edu](http://www.svo.pitt.edu).

### 13) University Association of Chaplaincies

The University Association of Chaplaincies provides connections with local religious organizations that serve the University community. For a complete listing of member organizations, visit [www.pitt.edu/~chaplain](http://www.pitt.edu/~chaplain).

### 14) William Pitt Union

412-648-7815  
(x8-7815)

Pitt’s student hub on campus is the William Pitt Union. It is centrally located and hosts a variety of activities, events, services, and entertainment. Students study, meet, relax, attend organization meetings, and grab a bite to eat seven days a week.

The William Pitt Union provides programs and services

that support the activities of student organizations. All Student Life department offices are located in the building.

### Hours of Operation: Fall and Spring Terms:

Mon.–Thurs.  
7 a.m.–12:30 a.m.  
Fri. 7 a.m.–1:30 a.m.  
Sat. 8 a.m.–1:30 a.m.  
Sun. 9 a.m.–11:30 p.m.  
**Summer Term:**  
Mon.–Fri. 7 a.m.–9 p.m.  
Sat. 11 a.m.–9 p.m.  
Sun. CLOSED

### William Pitt Union Ticket Office

Main Floor  
412-648-7814  
(x8-7814)  
Hours vary.

Student tickets for Pitt activities sponsored by various student groups and departments, local cultural events, and Port Authority trip tickets and passes can be purchased here.

For more information, visit [www.studentaffairs.pitt.edu/wpu](http://www.studentaffairs.pitt.edu/wpu).

### 15) WPTS-FM Radio (92.1)

411 William Pitt Union  
412-648-7990  
(x8-7990)  
412-383-9787  
(x3-9787) request line  
E-mail: [wpts@pitt.edu](mailto:wpts@pitt.edu)

Pittsburgh’s Progressive FM, 92.1 WPTS is the University

student-run radio station. With an eclectic mix of music, news, sports, and public affairs programming, 92.1 WPTS provides the campus a welcome alternative to commercial radio. In addition to its FM signal, WPTS programming is available via live Internet stream, as well as PittTV Channel 3 on the University cable system. For more information or to listen live, visit [www.wpts.pitt.edu](http://www.wpts.pitt.edu).

### 28. Student Union

Please refer to Section II, Article 29.j. 14) (**Student Life: William Pitt Union**) in this Handbook.

### 29. The University Store on Fifth/Pitt Shop The University Store on Fifth

**4000 Fifth Avenue**  
412-648-1455 (x8-1455)  
Mon., Tues., Thurs.  
8:30 a.m.–6:00 p.m.  
Wed. 8:30 a.m.–8:30 p.m.  
Fri. 8:30 a.m.–5 p.m.  
Sat. 10 a.m.–5 p.m.  
Sun. 12 p.m.–4 p.m.  
Cash, personal checks, VISA, MasterCard, Discover, American Express, and Panther Funds accepted.

### Extended Hours Week of 8/18–8/24

Mon.–Thurs.  
8:30 a.m.–8 p.m.  
Fri..  
9 a.m.–6 p.m.  
Sat  
9 a.m. – 5 p.m.



Sun.  
12 a.m.–5 p.m.

**Week of 8/25–8/31**

Mon.–Thurs.  
8:30 a.m.–8:30 p.m.  
Fri.  
8:30 a.m.–5 p.m.  
Sat.  
9 a.m.–5 p.m.  
Sun.  
12 p.m.–5 p.m.

**Week of 9/2–9/8**

Mon.  
12 a.m.–6 p.m.  
Tues.–Thurs.  
8:30 a.m.–8 p.m.  
Fri.  
9 a.m.–5 p.m.  
Sat.  
10 a.m.–5 p.m.  
Sun.  
12 p.m.–5 p.m.  
Normal hours resume

The University Store on Fifth, owned and operated by the University, is where you will find all of your textbook and classroom supplies, including computers listed at academic discounted prices, electronic accessories, and a computer repair center with student discounted pricing. The textbook department carries all of the required and recommended course books and course materials including new and used textbooks, custom course packs, and eBooks (when

available). Textbook rentals are also available. Pitt students receive a 10% discount on general reading books (i.e. non-textbooks) every day by showing their PITT ID at checkout.

**Medical Books and Supplies**

The University Store on Fifth stocks books and professional equipment for students of medicine, dentistry, public health, pharmacy, nursing, and health-related professions.

**Tips for buying textbooks:**

- A Panther Card is required to purchase textbooks. The Panther Card is also required if you are paying by check or Panther Funds.
- Always refer to your course schedule to ensure that you are buying the correct books.
- Textbooks are shelved by academic department, department course number, and unique CLS number, which identifies the section for which you are registered.
- The shelf card indicates if a book is “required” or “optional,” and “if an eBook is available for a particular

title. Purchase only “required” books until you have gone to your first class.

- If your book is out of stock, check with the textbook information desk.
- Look for the yellow “Used” sticker on the binding of the book to receive a discounted price.
- When eBooks are available, an eBook card will be supplied on the shelf. Simply bring the card to the register for processing and to receive instructions to access the book.
- Do not write in any book or reveal access codes until you are certain you are keeping your book. Do not activate your eBook until you are certain you will not need to return it.
- **Keep your receipt.** A receipt is required to return or exchange books.

**Textbook Comparison Service**

Students who visit our website at [www.pitt.verbacompare.com](http://www.pitt.verbacompare.com) can make informed purchasing decisions by using our comparison service, which shows the University Store

prices for course materials along with those of other major textbook suppliers.

**Textbook Reservations**

If you would like to have your textbooks ready for pick-up when you arrive on campus, reserve them through The University Store on Fifth’s website at [www.pittuniversitystore.com](http://www.pittuniversitystore.com). When you arrive on campus, simply pick up your books at your residence hall’s student mail room. If you are not living in student housing, you may pick up your books at a designated area within The University Store on Fifth.

**Textbook Return Policy**

If you drop or change a course, you can return your books for a refund, or exchange them during the add/drop period. Please refer to Appendix A (**Academic Calendar/Important Dates**) in this **Handbook** for add/drop period dates. To refund or exchange, **you must present your sales receipt** along with your Change in Course form or withdrawal form.

**Used Book Buyback**

You may “sell” your unwanted textbooks back to The University Store on Fifth all year. The best time to sell your used books is during finals week at our

buyback stations. Locations are posted on the University Store on Fifth's website: [www.pittuniversitystore.com](http://www.pittuniversitystore.com).

### Tips for Selling Back Books:

- The best time to sell your used books is during finals week.
- Textbooks purchased both new or used can be sold back.
- If a book isn't required for the upcoming spring term or if The University Store on Fifth already has a sufficient quantity for the upcoming term's enrollment, the buyback prices will vary depending on national wholesaler demand. Old editions typically have no value and cannot be resold.

### The Pitt Shop

3939 Forbes Avenue  
412-648-2606 (x8-2606)  
Mon.–Thurs. 9 a.m.–6 p.m.  
Fri. and Sat. 8:30 a.m.–5 p.m.  
Cash, personal checks, VISA, MasterCard, Discover, American Express, and Panther Funds accepted.

The Pitt Shop, owned and operated by the University of Pittsburgh, features the largest selection of Pitt apparel in the city.

### 30. Ticket Office

Please refer to Section II, Article 28.j. 14) (**Student Life: William Pitt Union**) in this **Handbook**.

### 31. Transportation

Please refer to Section II, Article 16 (**Parking Services**) in this **Handbook**.

### 32. University Libraries

The main library is Hillman Library, located at the corner of Forbes Ave and Bigelow Boulevard. During the Fall and Spring terms Hillman is open 24 hours a day Sunday - Thursday. At other times hours vary. Check the library website at [www.library.pitt.edu](http://www.library.pitt.edu)

To get in touch:

**Phone:** Main information desk: 412-648-3330

**Text:** 412-605-4706

**Chat:** Use the chat widget on the library website at [www.library.pitt.edu](http://www.library.pitt.edu)

**Facebook:** [pittuls](https://www.facebook.com/pittuls)

**Twitter:** [@PittLibraries](https://twitter.com/PittLibraries)

**Other libraries that are part of the University Library System (ULS) are:**

Bevier Engineering Library  
G33 Benedum Hall

Business Library  
118 Mervis Hall

Chemistry Library  
130 Chevron Science Center

Frick Fine Arts Library  
Frick Fine Arts Building

Langley Library  
217 Langley Hall

Music Library  
B28 Music Building

### Other campus libraries:

Falk Library of the Health Sciences  
200 Scaife Hall

Barco Law Library  
Fourth Floor  
3900 Forbes Ave.

### 33. University Police

3412 Forbes Avenue  
Pittsburgh, PA 15260

### Emergencies

**4-2121** from campus phone. **412-624-2121** from noncampus or cellular phone. Or, use one of the many emergency phones on campus.

### General Information

412-624-4040 (x4-4040)

University police operate 24 hours a day, 365 days a year, taking a proactive approach by offering these policing services:

- Respond to emergencies and conduct motorcycle, foot, bicycle, and car patrols.
- Commissioned officers are available to address student organizations concerning law enforcement and safety issues. Officers also facilitate a resident/officer program.
- In the event of an emergency, call **4-2121** (from a campus phone), **412-624-2121** (from a noncampus phone), or use one of the many emergency phones located on campus.
- The lost and found section attempts to identify and return misplaced property to owners. Hours of operation are 8:30 a.m.–4:30 p.m. Monday–Friday.
- The investigative section performs follow-up investigations on reported crime incidents.
- The crime prevention unit conducts security surveys of University property to reduce the potential for crime.

For more information, visit [www.police.pitt.edu](http://www.police.pitt.edu).

### 34. Yearbook

Please refer to Section II, Article 28.j. 4) (**Student Life: Panther Prints**) in this **Handbook**.

### 35. Maggie and Stella's Cards and Gifts

209 Oakland Avenue  
Sennott Square  
412-648-1353  
Mon.–Thurs. 9 a.m.–6 p.m.  
Fri. 9 a.m.–5 p.m.  
Sat. 10 a.m.–5 p.m.  
Sun. Closed

Maggie and Stella's Cards and Gifts, named after the first two female graduates of the University of Pittsburgh, is located in the heart of Oakland. This unique store features a wide selection of gifts, perfect for celebrating every occasion.

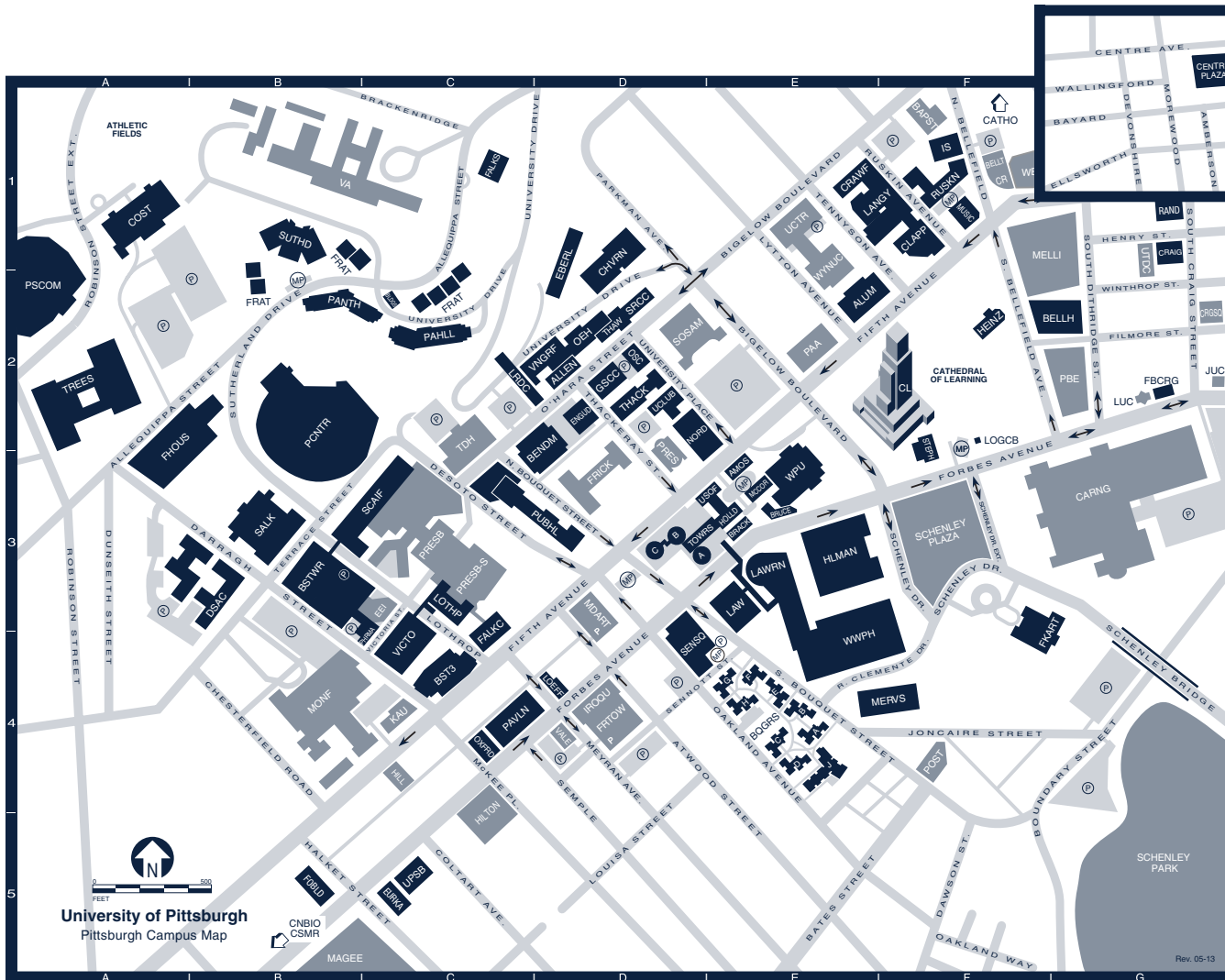
## Appendix A Academic Calendar/ Important Dates

### 2014

- Aug 18 Residence halls open
- 20 Freshman Convocation
- 25 Classes begin
- Sep. 1 Labor Day/University closed
- 5 Add/drop ends
- Oct. 13 Fall break for students/no classes
- University offices and buildings remain open
- 27 Spring term registration begins
- Nov. 26–30 Thanksgiving recess for students—residence halls remain open
- Dec. 1 Classes resume
- Dec. 5 Last day of classes
- 8–13 (incl.) Final exams
- 13 Fall term ends
- 14 Residence halls close
- 14–Jan. 2 (incl.) Winter recess for students

### 2015

- Jan. 2 Residence halls open
- 5 Classes begin
- 16 Add/drop ends
- 19 Martin Luther King birthday observed/University closed
- Feb. 2015–2016 University housing application process begins
- 1 Deadline to submit University housing applications
- Mar. 8–15 (incl.) Spring Break for students/University remains open
- April. 17 Last day of classes
- 20–25 (incl.) Final exams
- 25 Spring term ends
- 26 Residence halls close



University of Pittsburgh  
Pittsburgh Campus Map

Rev. 05-13

- Allen Hall..... ALLEN D2
- Alumni Hall ..... ALUM E2  
(Office of Admissions and Financial Aid, Office of Alumni Relations)
- Amos Hall (residence hall) AMOS E3
- BAPST (map abbreviation for First Baptist Church)
- Barco Law Building .....LAW E3
- Bellefield Hall ..... BELLH G2
- Bellefield Presbyterian Church ..... PRES D3
- Bellefield Towers ..... BELLT F1
- Benedum Hall .....BENDM D3
- Thomas E. Starzl Biomedical Science Tower (Tower 1) and Biomedical Science Tower 2 .....BSTWR B3
- Biomedical Science Tower 3 .....BST3 C4
- Bouquet Gardens ..... BQGRS E4  
(residence halls A–J)

- Brackenridge Hall (residence hall).....BRACK E3  
(The Pitt Shop, Parking Office)
- Bruce Hall (residence hall) .....BRUCE E3
- Building 5.....BLDG5 C2
- Carnegie Library of Pittsburgh, Carnegie Museums of Pittsburgh ..... CARNG G3
- Cathedral of Learning ..... CL F2  
*CATHO* (map abbreviation for Ryan Catholic Newman Center)
- Center for Bioengineering off map.....CNBIO B4
- Center for Sports Medicine ..... CSMR B4  
and Rehabilitation off map
- Charles L. Cost Sports Center .....COST A1

- CHDEV (map abbreviation for University Child Development Center)
- Chevron Science Center .....CHVRN D1
- Clapp Hall ..... CLAPP F1
- Community of Reconciliation Building ..... CR F1
- Craig Hall ..... CRAIG G1
- Craig Square ..... CRGSQ G2
- Crawford Hall ..... CRAWF E1
- Darragh Street Apartment Complex .....DSAC A3
- Eberly Hall ..... EBERL D1
- Engineering Auditorium ENGUD D2
- Eureka Building off map EURKA C4
- Eye and Ear Institute .....EEI C3
- Falk Medical Building .....FALKC C3
- Falk School .....FALKS C1
- First Baptist Church ..... BAPST F1  
(United Campus Ministry)

- Fitzgerald Field House ..FHOUS A2
- Forbes Craig Apartments .....FBCRG G2
- Forbes Oakland Building off map.....FOBLD B4
- Forbes Pavilion .....PAVLN C4  
(Forbes Hall [residence hall]; Integrated Security Department; Department of Parking, Transportation, and Services)
- Forbes Tower ..... FRTOW D4
- Fraternity Housing Complex FRAT B1, C2
- Frick Fine Arts Building FKART F3
- Gardner Steel Conference Center GSCC.....D2
- Heinz Memorial Chapel ..HEINZ F2
- Hill Building .....HILL C4
- Hillman Library .....HLMAN E3
- Hilton Garden Inn ..... HILTON C4

- Holland Hall (residence hall).....HOLL D E3
- Information Sciences Building.....IS F1
- Iroquois Building .....IROQU D4
- Jewish University Center ..JUC G2
- Kaufmann Medical Building ..... KAU C4
- Langley Hall .....LANGY E1  
*LAW* (map abbreviation for Barco Law Building)
- Lawrence Hall .....LAWRN E3
- Learning Research and Development Center ....LRDC C2
- Litchfield Towers ..... TOWRS D3  
(residence halls A, B, C)
- Loeffler Building .....LOEFF D4
- Log Cabin.....LOGCB F2
- Lothrop Hall (residence hall).....LOTHP C3
- Lutheran University Center LUC G2
- Magee-Womens Hospital off map.....MAGEE B4
- Mark A. Nordberg Hall NORD D3
- McCormick Hall (residence hall).....MCCOR E3
- Medical Arts Building ..MDART D3  
(Student Health Service)
- Mellon Institute .....MELLI F1  
(Pittsburgh Supercomputing Center)
- Melwood Maintenance Building off map.....MELWD G1
- Mervis Hall ..... MERSV F4
- UPMC Montefiore .....MONF B4
- Music Building .....MUSIC F1
- O'Hara Student Center.....OSC D2
- Old Engineering Hall.....OEH D2
- Oxford Building (3501 Forbes Avenue) .....OXFRD C4
- Panther Hall (residence hall).....PANTH B2
- Park Plaza.....PLAZA G1
- Parkvale Building .....VALE D4
- PAVLN (map abbreviation for Forbes Pavilion)
- Pennsylvania Hall (residence hall).....PAHLL C2
- The John M. and Gertrude E. Petersen Events Center.....PCNTR B2
- Petersen Sports Complex .....PSCOM A2
- Pharmacy Administration.....PHRMA C3
- Pittsburgh Athletic Association .....PAA E2
- Pittsburgh Board of Education .....PBE G2
- Pittsburgh Science and Technology Academy ..FRICK D3
- Post Office (Oakland Branch) .....POST F4
- PRES* (map abbreviation for Bellefield Presbyterian Church)

- UPMC Presbyterian .....PRESB C3
- UPMC Presbyterian South Tower .....PRESB-S C3
- Public Health .....PUBHL D3  
(Crabtree and Parran Halls)
- Rand Building .....RAND G1
- Ruskin Hall .....RUSKN F1
- Ryan Catholic Newman Center.....CATHO F1  
(The Oratory) off map
- St. Paul Cathedral .....SPAUL G1
- Salk Hall .....SALK B3
- Scaife Hall .....SCAIF C3
- Schenley Park .....G4
- Schenley Plaza .....F3
- Sennott Square .....SENSQ D4
- Soldiers & Sailors Memorial Hall & Museum. ....SOSAM D2
- Space Research Coordination Center.....SRCC D2
- Stephen Foster Memorial .....STEPH F2
- Sutherland Hall (residence hall).....SUTHD B1
- Thackeray Hall (registration) .....THACK D2
- Thaw Hall .....THAW D2
- The University Store on Fifth .....USOF E3  
(Copy Cat)
- Thomas Detre Hall of the Western Psychiatric Institute and Clinic .....TDH C2
- TOWRS (map abbreviation for Litchfield Towers)
- Trees Hall (athletic facilities) .....TREES A2
- University Center (UPMC) UCTR E1
- University Child Development Center off map.....CHDEV G1
- University Club .....UCLUB D2
- University Public Safety Building off map .....UPSB C4
- University Technology Development Center.....UTDC G1
- VA Pittsburgh Healthcare System—University Drive Division ..VA B1
- VALE (map abbreviation for Parkvale Building)
- Van de Graaff Building ..VNGRF D2
- Victoria Building .....VICTO C4
- Webster Hall .....WEBSR F1
- Wesley W. Posvar Hall ...WWPH E4
- Western Psychiatric Institute and Clinic (see Thomas Detre Hall)
- William Pitt Union .....WPU E3
- Wyndham Pittsburgh University Center.....WYNUC E1

- (P) Parking
- (HP) Handicap Parking
- (MP) Metered Parking
- Library in Building

## Appendix C Frequently Called Numbers

All numbers are 412 area code

**Admissions/  
Financial Aid** 624-7488

**Athletics:**  
Information 648-8200  
Tickets 648-7488  
Cost Center 648-8204  
Field House 648-8204

**Buses:**  
Campus 624-8801  
Port Authority 442-2000

**Career  
Development** 648-7130

**Counseling  
Center** 648-7930

**Dietrich School of  
Arts and Sciences  
Dean's Office** 624-6480

**Dining Services:**  
Information 648-1100  
or 648-1220

Market Central 624-1090  
Market To-Go 624-1090  
Quick Zone 624-1090  
Einstein Bros.  
Bagels 624-6424  
The Perch at  
Sutherland 383-9126  
Cathedral Café 624-6101  
Schenley Café 648-7886  
Petersen Events  
Center Food  
Court 648-9576  
Catering 624-2354  
Campus Bean  
Scene 624-3133  
Oakland Bakery  
& Market 383-7072

Towers Quick Zone 624-2619  
Sutherland  
Quick Zone 624-6008

**Disability Resources  
and Services** 648-7890

**Emergency**  
Campus phone 4-2121  
Noncampus  
phone 412-624-2121

**Environmental Health  
and Safety** 624-9505

**Housing  
Services** 648-1100

**Information:**  
Directory Assistance 411  
On campus 0  
Off campus 9+0

**International  
Services** 624-7120

**Intramurals:**  
Information 648-8210  
Baierl Student  
Rec. Center 648-8279

**Libraries:**  
Carnegie Public 622-3114  
Library  
Hillman Reference 648-3330  
Hillman Lending 648-7800  
Falk 648-8866  
Law 648-1323

**Mail Centers:**  
Forbes Hall 383-9657  
Lothrop Hall 648-3922  
Nordenberg Hall 624-8170  
Panther Hall 648-9898  
Pennsylvania Hall 648-7066  
Sutherland Hall 648-9695  
Tower B 648-1156

**Maintenance:**  
Apartment-style  
(Ruskin and Bouquet  
Gardens) 648-1100

Apartment-style  
(Other) 624-9900

**Panther Card** 648-1100

**Panther Central** 648-1100

**Panther Funds** 648-1100

**Parking Services:**  
Parking Services 624-4034  
Bicycles, carpools,  
and vanpools 624-4034  
Buses Home for  
The Holidays 624-4433  
Transportation 624-8801

**Photocopies:**  
Copy Cat  
(University Store  
on Fifth) 624-0552  
Copy Cat (Scaife) 648-1864

**Pitt News** 648-7980

**Pitt Shop** 648-2606

**Police, University**  
Campus phone  
(emergency) 4-2121  
Noncampus phone  
(emergency) 412-624-2121  
General (Mon.–Fri.) 624-4040

**Property  
Management** 624-9900

**Registration** 624-7649

**Residence Life** 648-1200

**Resident Directors:**  
Tower A 648-9050  
Tower B 648-1147  
Tower C 648-1150

Schenley Quad 648-3918  
Holland, Amos 648-1160  
Sutherland Hall 383-9101  
Forbes Hall 648-2695  
Lothrop Hall 648-2813  
Nordenberg Hall 648-3250  
Panther Hall 605-5223  
Pennsylvania Hall 383-9080

**Resident Student  
Association** 648-1200

**Student Accounts** 624-7590

**Student Affairs** 648-1006

**Student Conduct** 648-7910

**Student  
Government  
Board** 648-7970

**Student Health  
Service** 383-1800

**Student Life** 648-1074

**Student Payment  
Center** 624-7520

**Technology Help  
Desk** 624-4357

**Time/  
Temperature** 391-9500

**The University Store  
On Fifth** 648-1455

**WPTS Radio** 648-7990

**William Pitt  
Union Desk** 648-7815

**Zip Codes** 1-800-275-8777

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, as fully explained in Policy 07-01-03, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities\*. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs, please contact: University of Pittsburgh; Office of Affirmative Action, Diversity, and Inclusion; Carol W. Mohamed, Director (and Title IX, 504 and ADA Coordinator); 412 Bellefield Hall; 315 South Bellefield Avenue; Pittsburgh, PA 15260; 412-648-7860.

For complete details on the University's Nondiscrimination Policy, please refer to Policy 07-01-03.

For information on how to file a complaint under this policy, please refer to Procedure 07-01-03.

*\*Except where exempt by federal or state laws.*